CHAPTER 14

STORAGE AND RELATED OPERATIONS

Section 14A—STORAGE AND ISSUE PROCEDURES.

14.1. Chapter Summary.

14.1.1. Scope of Chapter. This chapter describes procedures for storing and inspecting property and for validating warehouse locations. It also discusses the pickup and delivery of materiel, the processing of unaccounted for property found on Air Force bases, and the use of LOGMARS equipment in storing items and conducting warehouse validations.

14.1.2. Subjects of Sections. **Section 14A** discusses procedures for storing property in warehouses (including health hazard items) and for keeping various locator and inventory files current. **Section 14B** discusses Inspection's responsibilities in storing various types of property, conducting functional checks, and processing items for demilitarization. **Section 14C** describes Pickup and Delivery's role and responsibilities in delivering items to and from storage. **Section 14D** describes the warehouse location validation process. **Section 14E** discusses the processing of unaccounted property found on base.

14.2. Overview.

14.2.1. Section Summary. This section describes procedures for storing, moving, and issuing property in warehouses; keeping various locator and inventory files current; creating bin labels; and controlling shelf life and health hazard items, as well as gas cylinders.

14.2.2. Authorizing Texts. Unless amended by this or other chapters of volume 2, part 2, the provisions of AFJMAN 23-210 control the storage of all property except munitions.

14.2.3. Storage Codes. Property need not be stored by FSC, MMC, or system designator. However, Storage and Issue personnel must store those items requiring special storage or handling as specified by AFJMAN 23-210. Because of safety and environmental considerations, some items may need to be stored separately by commodity.

14.2.3.1. When there is a conflict between the general storage provisions contained in AFJMAN 23-210 and the specific storage directions in a technical order, the specific provisions of the technical order will apply.

14.2.3.2. When any conflict between DOD 4145.19-R-l and any technical order is discovered, HQ USAF/ILSP will be advised, and a copy will be furnished to HQ AFMC/DSS. Pending resolution of the case, the technical order will apply. The report will explain the conflict and cite the applicable directives at the paragraph and subparagraph level. Recommendations and rationale will also be included.

14.2.4. Warehouse Planning. Any base warehousing facility operating under SBSS that is planning to build new warehouses or to redesign old ones in order to install MMHS must inform the AFMC/DS of its plans. Doing so allows the Air Force to use effectively its warehouse planning and industrial engineering expertise. Even if the MMHS is not cost effective for any given conventional warehouse, the AFMC/DS may help to design better loading docks and create better materiel flow.

14.3. Permanent and Reserve Locations.

14.3.1. Assigning Permanent Storage Locations. Storage and Issue personnel will assign a permanent (primary) warehouse location for each serviceable item to be stocked that is received without a warehouse location.

NOTE: Locations for conventional munitions assets need not be loaded/maintained in the Base Supply computer system when they are maintained by the AFTO Form 15/CAS-B Section/system.

14.3.2. Assigning Reserve Locations. Storage and Issue personnel may establish reserve (secondary) locations for serviceable materiel ONLY on an as-required basis. Local Chiefs of Supply should establish controls to ensure that reserve locations are assigned only as a last resort and that they are promptly deleted when they are no longer needed.

14.3.3. Cross-Referencing Permanent and Reserve Locations. Storage and Issue personnel cross-reference bin labels or the bin label/holder of both permanent (primary) and reserve (secondary) locations.

EXCEPTION: Cross-referencing does not apply to AFMC/ALC SBSS activities operating under the AWS concept.

14.3.4. Entering Permanent Locations on Documents. Storage and Issue personnel enter the permanent or primary location on the item record. Program control automatically prints it on all documents requiring warehouse action. Under SATS processing the notice to stock SATS ID label will be affixed to the property. The Receiving Element will scan the bar code on the SATS ID and then scan the temporary location bar code in the Storage and Issue Element. If the notice to stock is received with no warehouse location for the property, Storage and Issue Element personnel will scan the notice to stock SATS ID on the property and then manually assign a warehouse location and bin the property. SATS will produce a temporary warehouse location bar code label and send an FCS transaction to the SBSS to load the warehouse location.

14.4. BIN Labels.

14.4.1. Production of Bar-Coded Bin Labels. The SBSS produces all bar-coded bin labels (see chapter 6, attachment 6B-38).

NOTE: Bin labels are not required for unserviceable warehouse location changes. Bin labels will not be produced for assets located in warehouse number 35 for automated warehouse/SC&D processing.

14.4.2. Placement of Bin Labels. Attach bin labels to storage racks, bins, or bin subdivisions (shelf, box, drawer, etc.) in a neat and uniform manner. Bin labels for outside storage locations should be at strategic points in the area (such as on corner markers of open storage bays). Place labels for outside storage on permanent weatherproof place cards.

14.4.3. Validation of Bin Label Data. Storage and Issue personnel validate all data on the bin labels by checking the data with any document (ISU, SHP, etc.) or bin notices produced by the SBSS. If the data on the bin label do not match the data on the SBSS document and the data on the bin label are not correct, Storage personnel must process a request for a replacement label.

NOTE: Bar-coded bin labels cannot be created manually, regardless of the number required.

14.4.4. Active Storage Locations without Bin Labels. When Storage personnel are checking warehouse location and find a location with property but no bin label, they do the following:

14.4.4.1. Review the SND to verify the proper warehouse location.

14.4.4.2. Process an inquiry to determine the correct location if the stock number is not in the SND or if the warehouse location is blank or incorrect.

14.4.4.2.1. If the warehouse location is correct and needs only a replacement bin label or if the location is blank or invalid, prepare an FCS request.

14.4.4.2.2. If the inquiry rejects because the item record is not loaded, then prepare a request for a special inventory 1GP and do the following:

14.4.4.2.2.1. Ask Research to load the item record.

14.4.4.2.2.2. Process an FCS input.

14.4.4.2.2.3. Process a 1GP request for a special inventory, enter the location of the property on the request, and then forward it to Inventory (see chapter 20, attachment 20C-2 for the 1GP format).

14.4.5. Request for New Warehouse Location Bin Labels. Storage personnel may request new warehouse bin labels by doing one of the following:

14.4.5.1. Prepare a warehouse location load/change/delete request (FCS).

14.4.5.2. Use the HHT when conducting warehouse validation (see **Attachment 14D-1**).

NOTE: Bin labels may also be requested through the HHT when doing warehouse inventories.

14.4.5.3. Use the 2WL screen when conducting the FCS review during validation.

14.5. Notice to Stock. When it receives a notice to stock from the SBSS, Receiving forwards property to the storage area. Upon receipt of the property, Storage and Issue personnel must store the property IF the stock number on the notice to stock is identical to 1) the stock number on the property accompanying it, 2) the stock number on the property in the location, and 3) the stock number on the bin label. If ANY discrepancy exists, Storage and Issue personnel must determine the reason and take corrective action before storing the property. Under SATS processing the notice to stock SATS ID label will be affixed to the property. The Receiving Element will scan the bar code on the SATS ID and then scan the temporary location bar code in the Storage and Issue Element. If the notice to stock is received with no warehouse location for the property, Storage and Issue Element personnel will scan the notice to stock SATS ID on the property and then manually assign a warehouse location and bin the property. SATS will produce a temporary warehouse location bar code label and send an FCS transaction to the SBSS to load the warehouse location.

14.6. Locator Files.

14.6.1. Using the Stock Number Directory as a Locator Guide. Storage and Issue personnel use a copy of the Stock Number Directory as the locator listing for serviceable materiel. They may divide the listing into segments and post these as appropriate at different locations. Storage and Issue maintains these listings in a current status and retains them for 30 days after receiving a new listing. Moreover, Storage and Issue personnel post all location changes affecting Chief of Supply assets on the Storage and Issue copy of the Stock Number Directory. This posting is necessary to sustain post-post operations.

14.6.2. Maintaining Warehouse Document Files. Storage and Issue personnel may choose to maintain a file of receiving and adjustment documents. Such a file makes it easier to research inventory

adjustments. The length of time these documents are kept and the kind of filing system used will be determined locally.

14.7. Daily Document Register.

14.7.1. The Daily Document Register that Storage and Issue receives contains entries for 1) FID inputs that recorded a warehouse location on the deleted item record, and 2) FCU, FIC, and 1SC inputs that recorded an unserviceable detail record for an item. (See part 4, chapter 14 for the formats of transaction histories.) Storage and Issue personnel process the Daily Document Register as described below and then destroy the D04. Should any subsequent research be necessary, they use the D04 maintained by Document Control.

14.7.2. FID Entries on the Daily Document Register. FID entries on the Daily Document Register are arranged sequentially by location (as stated in the document number field). Storage and Issue personnel must verify all locations.

14.7.2.1. If the location is empty, remove or obliterate the bin label and cross-out the corresponding entry on the locator listing.

14.7.2.2. If the location contains property, prepare a request for special inventory and forward it to Inventory. Enter the location of the property on the request for special inventory but DO NOT cross out the corresponding entry on the locator listing (although this may be annotated to indicate that the item record was deleted).

14.7.3. FCU, FIC, and 1SC Entries on the Daily Document Register. The FCU, FIC, and 1SC entries on the Daily Document Register indicate warehouse change documents for unserviceable assets. They are arranged sequentially by document number, which will have activity code R, organization code 920, and shop code RW in its first seven positions. The FIC entries indicate changes to stock number, system designators, and/or ERRCD. The 1SC entries indicate changes to controlled item code, and the FCU entries indicate changes to unit of issue.

NOTE: Storage and Issue personnel process this portion of the Daily Document Register except that they DO NOT need the signature of the Chief of Supply.

14.8. Issue Exception (IEX) Codes. Storage and Issue personnel prepare and process FCD inputs to load, change, or delete those IEX codes that Storage and Issue monitors (see chapter 11, attachment 11A-9 for format). If Storage and Issue personnel determine that other IEX codes should be either loaded, changed, or deleted, they should notify the monitor responsible for those codes.

14.9. Warehouse Location Load/Change/Delete Requests.

14.9.1. Preparation of the FCS. Stockroom personnel prepare the warehouse location load/change/delete request (FCS) (see **Attachment 14A-2**). Use any suitable form, storage medium (for example, floppy diskette or file to file transfer) or the notice to stock to make the request. Send requests to the warehouse or locator terminal operator for processing.

NOTE: Develop and maintain suspense files (within the stockroom) for FCS requests as locally desired.

14.9.2. Processing Warehouse Location Load/Change/Delete Inputs through an SBSS Computer Terminal. The terminal operator uses the FCS/441 screen to process an FCS request.

CAUTION: The locator listing MUST BE UPDATED before making the FCS input to the SBSS.

14.9.2.1. If the input rejects, check the input image for errors. Correct the input, reprocess it, or take the action indicated by the reject. If the reject is the result of the item record being frozen for inventory, forward a copy of the reject to Inventory.

14.9.2.2. Hold the input copy of the FCS in suspense and for comparison with the Daily Document Register (for FCS inputs).

14.9.2.3. Transaction histories created by FCS inputs are written to the CTH to create an audit trail to trace out-of-balance conditions which are the result of warehouse changes.

14.9.3. Unserviceable Warehouse Locations for R920RW Details. Storage and Issue personnel load or change unserviceable warehouse locations for R920RW details by using an FCS input (as outlined in **Attachment 14A-2**). Maintain in suspense all FCS changes until the location load is verified by its appearance on the D23 DIFM Listing.

14.9.4. Reject Notice 227. When a warehouse location record is loaded or changed within a system designator and the location has been assigned, reject notice 227 will occur. Once a warehouse location record has been assigned to an NSN, a duplicate location record will not be allowed. If reject 227 occurs and the input location is already assigned, a fourth line of print will appear on the 227 reject indicating the warehouse location record is already assigned to another stock number and system designator.

NOTE: This new warehouse location record will eliminate the duplicate warehouse location portion of the R36.

14.10. Zero Balance Validation.

14.10.1. Transactions Reducing Serviceable Balances to Zero. Program control automatically identifies ISU, DOR, SHP, and A5J documents/transactions that reduce the item record serviceable balance to zero by printing the phrase SER BAL = 0 in either block W or block F.

14.10.2. Bench Stock Issues Reducing Serviceable Balances to Zero. Program control identifies bench stock issues (TRIC BSU) that reduce the item record serviceable balance to zero by printing a numeric zero in position 80.

14.10.3. Validation of Zero Balances. Storage and Issue personnel validate zero balances and, if stock remains, request a special inventory.

14.11. Inventory Procedures.

14.11.1. Advising Storage and Issue to Prepare for Inventory. Inventory advises Storage and Issue to do the following:

14.11.1.1. Process all transactions applicable to the locations scheduled for inventory at least 1 day before the inventory deadline date.

14.11.1.2. Validate the warehouse location within 10 workdays of the date the inventory is to begin.

14.11.1.3. Isolate and identify the area scheduled for inventory by clearly marking the parameters of the area with ropes, signs, etc. The signs marking off the area state the inventory deadline date so that Storage and Issue personnel can monitor transactions output before that date.

14.11.1.4. Limit movement of assets in the areas to be inventoried to emergency issues and to transactions output before the inventory deadline date.

14.11.1.5. Record transactions on or after the inventory deadline date on a recap sheet if property is removed from an area under inventory. As a minimum, entries on the recap sheet must include stock number, system designator, quantity, document number, TRIC, and warehouse location.

14.11.2. Holding Area for Property during Inventory. Items received during inventory are held in the Receiving hold area if sufficient space is available. If it is not, the materiel, a copy of the receipt, and a copy of the 469 reject will be held in the Storage and Issue hold area.

14.12. Item Record Indicative Data Change.

14.12.1. FIC Inputs Producing Warehouse Change Documents. When an FIC input changes a stock number, system designator, or ERRCD, program control automatically produces a warehouse change document. (See chapter 27, attachment 27D-2, for the output format.)

NOTE: The program does not produce a warehouse change document when the FIC input changes only the last two positions of the national stock number (positions 14-15). It is, therefore, NOT necessary to keep positions 14-15 of the national stock number current on external tags, bin labels, etc. The 13-digit national stock number is the basis for supply transactions on these items.

14.12.2. FCU Inputs Producing Warehouse Change Documents. When an FCU input changes a unit of issue, program control automatically produces a warehouse change document. (See chapter 27, attachment 27F-2, for the output format.) Storage and Issue personnel must process these documents as quickly as possible.

14.12.3. 1SC Input Producing Warehouse Change Documents. When a 1SC input changes a controlled item code, program control automatically produces a warehouse change document. (See chapter 27, attachment 27K-2 for the output format.)

14.12.4. Receipt of Warehouse Change Documents. Upon receipt of warehouse change documents, Storage and Issue personnel will do the following:

14.12.4.1. Change the applicable data on bin labels, property tags, locator listing (Stock Number Directory), etc.

14.12.4.2. Relocate property, if necessary, when the following occur:

14.12.4.2.1. The controlled item code is changed. When the controlled item code is changed from classified to unclassified, the Materiel Storage and Distribution (MS&D) Flight Commander or Superintendent must first approve any relocation of the property by signing the warehouse change document. Storage and Issue personnel must verify that the change to the controlled item code originated through the SNUD. If the change did not originate through SNUD, Storage and Issue personnel process a 1SC input to reinstate the previous (FROM) controlled item code stated on the warehouse change document. If the change was received through SNUD, it should be valid. However, if the MS&D Flight Commander or Superintendent believes the change compromises security, Storage and Issue personnel immediately ask Records Maintenance to validate the controlled item codes. In the meantime, the property remains in secure storage.

14.12.4.2.2. Stock numbers are consolidated.

14.12.4.3. Coordinate with Inspection when property requires inspection.

14.12.4.4. Initial and date block 27of the DD Form 1348-1A and then forward the original to Document Control.

14.12.5. Shelf Life and Issue Exception Code Changes. Program control prints the shelf life code and issue exception code on the input stock number (positions 8-22) in print positions 79 and 80 respectively on all FIC warehouse change notices. When applicable, warehouse personnel use these data to update external files.

14.12.6. Zero Balance Procedures. Reconcile zero balances with Stock Control when a unit of issue change results in a zero balance and there is an insufficient quantity on hand to show a balance. When this occurs, Storage and Issue must get Stock Control to help resolve the problem. For example, if the item is critical or in short supply locally, local management must decide if adjunct (-) records should be loaded.

14.13. Warehouse Refusals.

14.13.1. Empty Warehouse Locations. When the warehouse location stated on an issue/shipment document is either empty or does not contain sufficient items to fill the order, warehouse or stockroom personnel immediately do the following:

14.13.1.1. Fill the order from the reserve location, if one exists.

14.13.1.2. Check adjacent locations for the stock number stated on the issue/shipment document to see if the item has been stored in the wrong location.

14.13.1.3. Check the same and adjacent locations in the bin rows on each side of the one stated on the issue/shipment document.

14.13.1.4. Check the locator listing and FCS suspense file for a possible warehouse location change.

14.13.1.5. Check with Receiving, Inspection, and Repair Cycle Support to determine the availability of the property.

14.13.1.6. Notify the warehouse or stock room supervisor of the shortage. The warehouse or stock room supervisor must personally verify the shortage by repeating all of the above procedures. The warehouse or stock room supervisor then stamps all copies of the ship/issue document WAREHOUSE REFUSAL (using 1/2 inch block letters and red ink), signs copy 1 across the stamp, and writes ASSIGN TEX CODE P beneath the stamp on the first copy. Under SATS processing, go to the pull menu and input the quantity. Note: Only the actual quantity requested or zero quantity can be entered; will not accept partial quantities. If warehouse refusal is confirmed, process a 1GP on the SBSS and forward to the Inventory Element, and deny the pull via the Process Pull Denial Menu on a SATS workstaion.

14.13.1.7. Prepare and input a 1GP to load freeze code I to the item record. (See chapter 20, attachment 20C-2, for format.)

14.13.1.8. Prepare and process a DFM input to load RFS status to the DIFM detail if the issue is for a repair cycle item. (See chapter 24, section 24A, for format.)

14.13.1.9. Notify the following: 1) Demand Processing of all warehouse-refused issue documents, 2) Stock Control of all other warehouse-refused documents, except MICAP issues and shipments, and 3) MICAP of all MICAP issues and shipment. Forward all copies of the refused document to Inventory.

NOTE: In the case of refused bench stock issues, use the bench stock issue inputs (BSU) as the document.

14.14. Control of Government-Owned Gas Cylinders and Vendor-Owned Cylinders/Containers.

14.14.1. Using the Item Record for Control. Storage and issue personnel use the item record of the applicable NSN, or L or P stock number, if an NSN does not apply, to account for all government-owned gas cylinders that Supply uses to store warehouse stock of compressed gases.

14.14.2. Establishing a Special Level for Each Cylinder Stock Number. In order to prevent the cylinders from being reported as excess, Storage and Issue personnel must request a special level for each cylinder stock number that is equal to the number of cylinders required to fulfill mission requirements. Stock Control will load the special level with justification code 8, type level flag C, approval level B, and level directed by code D. These special levels will be reviewed or validated as HQ USAF directed levels as outlined in chapter 19, section 19B.

14.14.3. Assigning REX Code 4 to Each Cylinder Item Record. Stock Control personnel will assign a REX code to each cylinder item record. Additionally, Stock Control personnel must coordinate with Storage and Issue personnel prior to requisitioning any additional gas cylinders. This prevents the requisitioning of new cylinders for customers when sufficient cylinders may be available from stock.

14.14.4. Processing Initial Customer Requirements for Cylinders. Equipment Management personnel process initial customer requirements for cylinders by using P activity code issue request. (See chapter 11, section 11A, for details.)

14.14.5. Exchanging Cylinders. Customers may exchange empty cylinders for full ones on a one-for-one basis. Storage and Issue personnel will not process any transactions against the cylinder item record in such exchanges. If a customer has a requirement for gas but does not have an empty cylinder immediately available, Storage and Issue personnel issue a full cylinder.

14.14.6. Issuing Cylinders without an Exchange. When cylinders are issued without an exchange, the following procedures must be followed:

14.14.6.1. The individual issuing the cylinder (whether Storage and Issue or a delivery driver) prepares post-post issue documents for the number of cylinders issued without an exchange.

14.14.6.2. The customer signs the post-post issue documents.

14.14.6.3. Warehouse personnel hold the post-post issue documents in suspense until the customer returns the empty cylinders to Supply. The documents are then destroyed.

NOTE: When mutually agreed to between Supply and the customer, the COS has the option to allow customers to preinspect and accept delivery of compressed gas cylinders at the supply storage point. When this option is used, the customer physically inspects the cylinders for any defects and, if not defective, transports them from the supply storage point to their organization site. This method reduces delays that may result when defective cylinders are delivered by Supply to the customer site. However, when this option is used, it is the responsibility of the customer to return empty cylinders to the supply storage point.

14.14.7. Setting Time Requirements for the Return of Cylinders. Cylinders issued according to the above procedures must be returned within the following periods of time:

14.14.7.1. Five workdays for on-base organizations.

14.14.7.2. Ten workdays for off-base organizations.

NOTE: The supervisor of Storage and Issue may approve an extension. If so, the supervisor must indicate on the back of the post-post issue documents the details of the extension.

14.14.8. Notifying Delinquent Customers. If a customer does not return cylinders within the required time, including any extension, Storage and Issue personnel must notify the customer by telephone. Storage and Issue personnel process the issue and then forward the original copy of the post-post issue document to Document Control and forward copy 2 to the customer.

14.14.9. Tagging Cylinders' Condition. Inspection personnel indicate the condition of the cylinders by attaching tags or labels as specified in TO 42B5-1-2.

14.14.10. Refilling/Repairing Empty Cylinders. Storage and Issue personnel ship or issue cylinders to vendors for refill or repair (see chapter 11, section 11B).

14.14.11. Controlling Vendor-Owned Cylinders or Containers. When issuing vendor-owned cylinders or containers, the Storage and Issue personnel will prepare as AF Form 1297, Temporary Issue Receipt. The AF Form 1297 will be signed by the organization receiving the contents of the cylinders or containers. Storage and Issue will maintain the signed form in a suspense file until the cylinders or containers have been returned to Base Supply. In addition to the AF Form 1297, a 1VR input with action flag C against the applicable G detail record will be processed. (See chapter 21, attachment 21M-1 for the details of this format.) On the 1VR, use the 12 positions 69-80 to enter the locations of the issued cylinders/containers. The information in these positions is carried over to the G detail record for purposes of control. For example, the data in these fields may be: 5F010EW12FW (F = full, E = empty, 0 = organization, W = warehouse).

NOTE: When changing this field, Storage and Issue personnel must re-enter the information on the detail record, as well as any new information, since this field will copy over the old field.

14.14.12. Returning Empty Containers. Storage and Issue personnel also prepare and process a 1VR with action flag C for the return of empty containers for the G detail record. For additional control, the organization code(s) may be entered in the optional data field of the G detail when processing the 1VR (change) input.

14.15. Controlled Items.

14.15.1. Controlled items are defined and categorized in, volume 1, part 1, chapter 10, section S. Storage and Issue personnel handle and store sensitive items according to the requirements described there.

14.15.2. Controlled Item Code. The controlled item code on the item record identifies items as classified, unclassified, or pilferable. (See chapter 27, attachment 27K-5, for a description of the controlled item codes.)

14.15.3. Code Changes. The program automatically issues a warehouse change notice on controlled item code changes when the item record indicates a serviceable balance and/or warehouse location. (See chapter 27, attachment 27K-2, for the format of the warehouse change notice.)

14.16. Storage of Electrostatic Sensitive Devices/Electronic Discharge Items. Storage and Issue personnel must store ESD items in individually packaged units. If these items are stacked, they should be stacked in a manner that will not cause damage.

NOTE: Whenever storing ESD, Storage and Issue personnel must post instructions to warehouse personnel to inform them that the anti-static bag may be opened ONLY in an approved protective work station.

14.17. Storage and Issue of Hazardous Commodities.

14.17.1. Storage and Handling of Hazardous Commodities. AFJMAN 23-210 and AFI 40-201 provide guidance for the storage and handling of hazardous commodities.

CAUTION: Personnel must wear the proper safety clothing and equipment when handling hazardous materiel.

14.17.2. Leakage or Spillage of Hazardous Commodities. Observe the following precautions for these hazardous commodities: 1) items with a health/reactive rating of 2, 3, or 4 and 2) items with a health rating of 0 or 1, preceded by an asterisk (*).

14.17.2.1. Health/reactive rating of 2, 3, or 4. Leakage or spillage of hazardous commodities with a health/ reactive rating of 2, 3, or 4 may be extremely dangerous to personnel. If leakage or spillage should occur, contact the BES and Base Safety Officer before cleaning up or disposing of the materiel.

14.17.2.2. Health rating of 0 or 1, preceded by an asterisk (*). Leakage or spillage of items with a health rating of 0 or 1, preceded by an asterisk +(*), may also present a toxic hazard. Coordinate with the BES before cleaning up the leak or spill.

14.17.3. Issue of Serious Health Hazard Items (IEX 9). Take the following action to issue serious health hazard items (IEX 9). **NOTE:** Procedures identified in paragraphs below apply only if the Hazardous Material Management Program identified in AFI 32-7086 has not been established.

14.17.3.1. The COS and BES may jointly establish procedures that permit medical certification to be received on the phone before releasing IEX 9 items to the customer. The following action must be taken before issuing items that require medical certification:

14.17.3.1.1. Type or stamp on all ISUs/DORs/MSIs the statement HEALTH HAZARD--MEDICAL CERTIF REQ'D.

14.17.3.1.2. Write by hand on the documents the name and grade of both the certifying official and the individual requesting certification before removing property from the storage location.

14.17.3.2. Forward copy 3 of the issue document to the BES if telephone certification is authorized and obtained. If the BES does not authorize issue of the materiel, take reverse-post action and contact the requesting organization to explain why the materiel cannot be released.

14.17.3.3. Certification IS NOT required for the following because they are considered a transfer or relocation of stock: ISUs/DORs containing activity code S (issue to supply point), M (issue to MSK), W (issue to WRM), or U (issue to MRSP).

14.17.4. HHAL, Chief of Supply Option. With the assistance of the BES, Inspection may develop a health hazard approval listing which identifies those shops authorized to be issued IEX 9 items. When used, the HHAL is the COS's authority to issue health hazard items without obtaining the certification from BES for individual transactions.

NOTE: If the BES and the COS cannot agree upon developing and using the HHAL for preapproved issue of IEX 9 items.

14.17.4.1. Issue documents output to Storage and Issue with issue exception phrase statement HEALTH HAZARD-MEDICAL CERTIF REQ'D will be checked against the HHAL. If the organization and shop code are listed as an approved user, the storage clerk will write or stamp on the document HHAL APPROVED and select the material for issue. If the item is not on the HHAL listing, but Demand Processing or the CCIP has notified the storage clerk of the BES approval, annotate the issue document, APPROVED BY BES and write the name and grade of the certifying official, then issue the property.

14.17.4.2. If you have not been notified of the approval by Demand Processing or the CCIP and the item is not on the HHAL listing, call Demand Processing or the CCIP and ask them to contact the BES for approval.

14.17.4.2.1. If BES approval is obtained, annotate the issue document, APPROVED BY BES and write the name and grade of the certifying official, then issue the property.

14.17.4.2.2. If BES approval is not obtained, return the issue document to Demand Processing or the CCIP for reverse-post action.

14.17.5. Issue of Less Serious Health Hazard Items (IEX 8). Take the following action:

14.17.5.1. Stamp or type on all ISU/DOR/MSI documents the statement HEALTH HAZARD--MEDICAL NOTE REQ'D. Then release the property to the customer.

14.17.5.2. Forward copy 3 of the ISU/DOR/MSI documents to the BES.

14.18. Project Materiel. Communications-computer systems project materiel is stored and accounted for see chapter 21, Section 21V.

14.19. Issue Control of Shelf Life Coded Items.

14.19.1. To effect the aggressive shelf life program required by TO 00-20K-1 and AFM volume 1, part 1, chapter 10, and to minimize the possibility of issuing outdated shelf items, Storage and Issue will do the following:

14.19.1.1. Ensure Maximum Use of In-Stock Assets. To ensure maximum use of in-stock assets, Storage and Issue personnel issue first those items most closely approaching their expiration dates. The ONLY exceptions to this policy are issues to MSK/MRSP/WRM (indicated by activity codes Q, U, and W). If the phrase DATED ITEM** appears on line 3 of issues to MSK/MRSP/WRM, Storage and Issue personnel first issue the NEWEST stock at that location, that is, those items furthest from expiration.

NOTE: When issuing shelf life coded items, Storage and Issue personnel must make sure that the label on each clearly states the expiration date.

14.19.1.2. Notify Inspection of Expired Items. When Storage and Issue personnel find an item with an expired shelf life date, they immediately notify Inspection, which immediately begins a complete review of all inventory on hand for that stock number. UNDER NO CONDITIONS WILL STORAGE AND ISSUE PERSONNEL ISSUE AN ITEM WHICH HAS REACHED OR PASSED ITS EXPIRATION DATE.

14.20. Storage of Elastomeric Materiel.

14.20.1. Management of elastomeric items. Storage and Issue will manage elastomeric items using FIFO procedures. For example, materiel with a use by date of 1 Jan 92, should be placed in front, on top, etc., of items with a use by date of 1 May 93.

14.20.2. Issue of elastomeric items. When issuing property, select only those items most closely approaching their use by date. If the asset(s) does not have a use by date, then select those items with the oldest date received, stamped/printed on the package/container.

14.21. Selecting Unmodified Assets for Issue. Inspection should tag all items in storage requiring modification with DD Form 1576 until all modifications have been completed. Upon receipt of an issue document containing the phrase TCTO MODIFICATION MAY BE REQUIRED, Storage and Issue personnel should issue only modified assets, if they are available. If only unmodified assets are available, the Storage and Issue supervisor should contact the organization to see if the unmodified item is acceptable and if it meets technical order requirements before it is delivered.

14.22. Warranty/Guaranty Items.

14.22.1. Issuing Items. Storage and Issue personnel will issue warranty/guaranty items before issuing like items not covered by a warranty or guaranty.

14.22.2. Transferring Items. When Supply personnel transfer an item having an unexpired warranty from one box or container to another, they must also transfer the warranty materials to the new container as well. This helps ensure that information about the warranty is available to both Storage and Issue personnel and the customer.

Section 14B—INSPECTION PROCEDURES.

14.23. Overview.

14.23.1. Section Summary. This section describes Inspection's role and responsibilities in inspecting property in warehouses. Subjects under discussion include the processing of time compliance TCTO, incomplete items, warehouse change documentation, controlled and cryptologic materiel, identity changes, organizational refusals, and items not suitable for Air Force use. This section also describes the processing of health hazard items, function checks of in-warehouse items, and the demilitarization and disposal of Air Force property.

14.23.2. Responsibilities. At the option of the MAJCOM, the Supply Sections/Elements are responsible for establishing a program to thoroughly inspect all items in the Chief of Supply's storage activities.

NOTE: If the MAJCOM/COS has not directed otherwise, War Readiness will conduct the function check and the dated item review of all assets assigned to the MRSP.

14.23.3. Goals. The goals of the Supply Inspection program are to maintain identity and condition tagging, prevent deterioration, and ensure quality through the regular and rigorous inspection of all items entering the supply system. Moreover, Supply Inspection is responsible for testing, repairing, protecting, and preserving all stocks. In order to achieve these objectives, Supply Inspection personnel must establish and maintain close working relations with Maintenance Quality Control.

14.23.4. Reports of the Warehouse Inspection Program. Provide copies of the warehouse inspection report to the inspected activity. The inspected activity will send reports of corrective action to Inspec-

tion. Inspection will then perform a followup inspection within 10 days to ensure discrepancies were corrected or establish an open item for tracking purposes. The Management and Systems Flight will review these reports during the next regularly scheduled surveillance visit.

14.24. General Inspection Procedures for Turn-Ins.

14.24.1. The procedures described here apply to Inspection's processing of all equipment and supplies authorized for return to Base Supply. (See chapter 13, section 13A, for more information on turn-ins.)

14.24.2. Inspection. Inspect and identify the turned-in property in Receiving to determine its condition and security classification or status. Make the necessary corrections to all documentation accompanying the property and notify EMS and Document Control of the changes. Check with the originator of the turn-in to take care of incomplete or questionable entries.

14.24.3. Correction. Correct pre-post equipment turn-in discrepancies and notify the EMS of the change. Correct discrepancies as follows:

14.24.3.1. Condition error. When a condition error exists, process an FCC input to correct the condition.

14.24.3.2. Identity error. Notify EMS of any identity error.

14.24.3.2.1. Wrong items picked up. If EMS personnel determine that the error occurred because the wrong items were picked up, Pickup and Delivery will return the items and pick up the correct items.

14.24.3.2.2. Identity change required. If EMS personnel believe that an identity change is required, validate and take the appropriate corrective action.

14.24.3.2.3. Quantity variances corrected. If EMS determines that a reverse-post is necessary to correct quantity variances, process as follows:

14.24.3.2.3.1. Copy 1. Date and sign or stamp copy 1 of the output DD Form 1348-1A (TIN) and forward it with copy 3 to Document Control. Include a memo routing slip requesting reverse-post action. Document Control will process the reverse-post and keep copy 1 of the DD Form 1348-1A (TIN). Also, Document Control will write REVERSE-POST ACTION COMPLETED on copy 3 and return it to Inspection.

14.24.3.2.3.2. Copy 2. Write REVERSE-POST ACTION INITIATED and the current date on copy 2 of the DD Form 1348-1A (TIN) and forward copy 2 to the holding area with the property.

14.24.3.2.3.3. Copy 3. When Inspection personnel receive copy 3 of the DD Form 1348-1A (TIN), they will use it as an aid in re-inputting the corrected turn-in after reverse-post is completed. When the turn-in is completed, the Supply inspector will sign or stamp the new output DD Form 1348-1A if pre-post procedures were used. This input can be transmitted through the Receiving terminal. (See chapter 13, section 13E, for the output document flow of a pre-post equipment turn-in.)

14.24.4. AF Form 2005. After completing any of the required procedures, Inspection personnel will process AF Form 2005 as follows:

14.24.4.1. Copy 1 of AF Form 2005. Stamp copy 1 DOCUMENT CONTROL. The Supply inspector will sign or stamp and enter the date in block 2. On warranty/guaranty items, ensure warranty information is attached to the property either directly or with some type of attached tag or label.

14.24.4.2. DIFM turn-ins. When processing DIFM turn-ins, Inspection personnel will be sure that either the input stock number is the same as the DIFM detail stock number, or that the two items are interchangeables in the same ISG.

14.24.4.2.1. Correct and reinput rejects. If neither of these conditions exists, reject notice 298 (Item Turned In Not Acceptable for Item Issued) will be printed back to the input function. Immediately correct and reinput rejects that occur as a result of turn-inprocessing. If delays cannot be avoided, coordinate with the holding area to prevent unnecessary follow-ups.

14.24.4.2.2. Check suitability of substitute and reason for turn-in. When a reject is corrected and reinput, the Supply inspector must be sure that the item turned in is an acceptable substitute for the item issued and that a valid reason exists for the turn-in (for example, ERRCD might have been changed on one of the items since the issue request was processed).

14.24.4.2.2.1. If the item turned in is not an acceptable substitute for the item issued, return the property and documentation to Repair Cycle Support for corrective action.

14.24.4.2.2.2. If a valid reason exists for the turn-in, work with Records Maintenance to see if a turn-in with relationship code I in position 54 can be processed.

NOTE: Place stringent controls on the use of relationship code I, since this code can result in loss of DIFM assets.

14.24.4.3. Distribution of AF Form 2005 (pre-post turn-ins).

14.24.4.3.1. Copy 3. Use copy 3 of the AF Form 2005 to input the turn-in through the Receiving terminal or forward the copy to Computer Operations for input through the RPS/ main reader. (When the input is through the RPS/main reader, enter a source flag code in positions 52-53 to ensure output of a DD Form 1348-1A TIN on equipment items.)

14.24.4.3.2. Other copies and property. Route the property and remaining documentation to the holding area.

14.24.4.4. Distribution of AF Form 2005 for turn-in of equipment items (post-post).

14.24.4.4.1. Copy 1. Inspection should make sure that copy 1 of the AF Form 2005 contains all required entries, including the DOCUMENT CONTROL stamp. Then the inspector immediately forwards this copy to Document Control.

14.24.4.4.2. Copy 2. Pickup and Delivery will have signed and left copy 2 of the AF Form 2005 with the custodian.

14.24.4.4.3. Copy 3. The inspector forwards copy 3 to the Receiving terminal or Computer Operations terminal.

14.24.4.4.4. Copy 4 and property. The inspector forwards copy 4 and the property to the holding area.

14.24.4.5. Distribution of AF Form 2005 for repair cycle asset turn-ins.

14.24.4.5.1. Copy 1. Inspection should make sure that copy 1 of the AF Form 2005 contains all required entries, including the DOCUMENT CONTROL STAMP. Then the inspector immediately forwards it to Document Control.

14.24.4.5.2. Copy 2 and property. Inspection processes the property and its documentation and then forwards the property and copy 2 of AF Form 2005 to the holding area.

14.24.4.5.3. Copy 3. Inspection forwards copy 3 to the Receiving terminal or Distribution.

14.24.5. Processing Turn-in Items Under Warranty/Guaranty. When warranty/guaranty items (for example, office machines and appliances) or items on which Contract Maintenance requires serialized control are turned in, the inspector will enter the model, serial number, manufacturer's name, and any other locally required data on copies 1 and 2 of the output DD Form 1348-1A. See volume 1, part 1, chapter 10 for processing of defective warranty or guaranty items. For pre-post turn-ins, forward property and all copies of the DD Form 1348-1A to the holding area.

14.25. Receipt Processing.

14.25.1. When property arrives at Receiving, it is inchecked, inspected, and processed as specified by volume 1, part 1, chapter 4 and chapter 5. Inspection personnel perform normal inspection functions which include changing the stock number, unit of issue, and quantity if required. Inspection personnel also indicate the condition code on the receiving document when items are received in unserviceable (reparable) condition. (See chapter 10 for a full discussion of receipt processing.)

14.25.2. Distribution of Documents. After completing the inspection, Inspection personnel forward copies 1, 2, and 3 of the receiving document and the materiel to Receiving.

14.25.3. Chemicals. See TO 42C-1-12 for special inspection processes required for chemicals and chemical products in supply classes 6810, 6820, and 6850.

14.25.4. Sealed Containers. If Inspection cannot perform a physical inventory because of sealed containers, etc., the inspector does not have to sign or stamp the receiving document. The inspector will make sure that the identification and condition of the item received correspond with information on the receiving document.

14.25.5. Receipt Documents from DLA/GSA/AF Depot and Imprest Fund (Petty Cash). The Receiving inchecker and Inspection personnel annotate their actions. On GSA Form 3186, they enter their annotations in block 22. On DLA Form 1224M, they enter the annotations in the descriptive data block. The inchecker then sends copy 1 to Document Control.

14.25.6. Receipt Documents for Local Purchase Items Except for Imprest Fund (Petty Cash). L serialized stock numbers signify a nonlisted stock number assigned by a base.

14.25.6.1. Copy 1 of receipt document checked and signed. The inchecker and inspector must make sure that the phrase LP RECEIPT FILE COPY is stamped on all local purchase receipts in bold print. The inspector determines if the item has a manufacturer's part number. Both the Supply inspector and the Receiving inchecker sign copy number 1 of the receiving documents and forward them to Document Control.

14.25.6.2. Additional processing for local purchase items after normal receipt processing. Inspection will determine if the item has a manufacturer's part number. If a part number is available, one copy of the receiving document (after normal receipt processing) will be forwarded to

Demand Processing. During reidentification, Records Maintenance will decide if AF Form 86 (Request for Cataloging Data/Action) can be used for cataloging action.

14.26. Organizational Refusals.

14.26.1. Procedures for Refusals. Upon receipt of an item from Pickup and Delivery, with the applicable ISU/DOR document annotated with ORGANIZATIONAL REFUSAL, Inspection personnel first determine the primary responsibility for the refusal, as indicated by the reason for refusal stated on the ISU/DOR document and an inspection of the item. For example, Supply is responsible if the property is misidentified, unserviceable, unsuitable substitute, or the quantity issued is in excess of what the customer ordered. However, the customer is responsible if the wrong item was ordered, or if the item was shipped due to a failure to cancel a due-out. Under SATS processing, Inspection personnel will, after all required actions are completed, move the original SATS ID to the delivery history area using the Move 1348-1A to History option on the Delivery Menu or update the delivery history if the document has already been delivered to reflect that the document was a organizational refusal.

14.26.1.1. Customer responsibility (ERRC XD/XF). If the customer was primarily responsible for the refusal and the ERRC is XD or XF, take the appropriate action as indicated below:

14.26.1.1.1. For Repair Cycle items, do the following:

14.26.1.1.1.1. Process a DFM input to load RFS status. (See chapter 24, section 24A, for formatting details.)

14.26.1.1.1.2. Forward copy 1 of the DFM input accepted notice and copy 3 of the annotated ISU/DOR/MSI document to the Repair Cycle Support DIFM manager.

14.26.1.1.2. Prepare and process AF Form 2005, Issue/Turn-In Request, with input position 65 blank (see chapter 13, section 13A).

14.26.1.1.3. Forward copy 1 of the ISU/DOR and TIN documents to Document Control.

14.26.1.1.4. Forward the property and the subsequent notice to stock or DOR document(s) to Storage and Issue or Pickup and Delivery, as appropriate.

14.26.1.2. Customer responsibility (ERRC N(XX). If the customer was primarily responsible for the refusal and the ERRC is N(XX) (equipment items), do the following:

14.26.1.2.1. Forward copy 2 of the annotated ISU/DOR/MSI document to the Equipment Management for appropriate adjustment to the authorization.

14.26.1.2.2. Prepare and process AF Form 2005, Issue/Turn-In Request, with input position 65 blank (see chapter 13, section 13A).

14.26.1.2.3. Forward copy 1 of the ISU/DOR and TIN documents to Document Control.

14.26.1.2.4. Forward the property and the subsequent notice to stock or DOR document(s) to Storage and Issue or Pickup and Delivery, as appropriate.

14.26.1.2.5. Customer responsibility (ERRC XB). If the customer was primarily responsible for the refusal and the ERRC is XB, do the following:

14.26.1.2.5.1. Prepare and process AF Form 2005, Issue/Turn-In Request, with input position 65 blank, see chapter 13.

14.26.1.2.5.2. Forward copy 1 of the ISU/DOR and TIN documents to Document Control.

14.26.1.2.5.3. Forward the property and the subsequent notice to stock or DOR document(s) to Storage and Issue or Pickup and Delivery, as appropriate.

14.26.1.3. Supply responsibility (ERRC XD/XF). If Supply was primarily responsible for the refusal and the ERRC is XD or XF, do the following:

14.26.1.3.1. Process a DFM input to load RFS status. (See chapter 24, section 24A, for format.)

14.26.1.3.2. Forward copy 1 of the DFM input-accepted notice and copy 3 of the annotated ISU/DOR/MSI document to the Repair Cycle Support DIFM manager.

14.26.1.3.3. Prepare and process AF Form 2005, Issue/Turn-In Request, with input position 65 blank (see chapter 13, section 13A).

14.26.1.4. Supply responsibility (ERRC XB/N). If Supply was primarily responsible for the refusal and the ERRC is XB or N, the COS has the option to process a credit turn-in or reverse-post, whichever is the most economical to the account. Process reverse-post according to chapter 16, section 16B, and do the following for credit turn-in:

14.26.1.4.1. Prepare and process AF Form 2005, Issue/Turn-In Request, and coordinate with the Supply Management Activity Group (SMAG) Manager for approval and signature. Annotate block E with the reason for credit turn-in.

14.26.1.4.2. If approved, enter credit code Y in position 52, as outlined in chapter 13, and process the turn-in.

14.26.1.4.3. Forward copy 1 of the ISU/DOR and TIN documents to Document Control.

14.26.1.4.4. Forward copy 4 of the ISU/DOR document to Records Maintenance for ISG relationship change action, if applicable.

14.26.1.4.5. Initiate a ROD, if applicable.

14.26.1.4.6. Process any identity change (FCH) and/or condition change (FCC) inputs as required upon completion of the turn-in.

14.26.1.4.7. Forward the property and any notice to stock or DOR document(s) produced to Storage and Issue or Pickup and Delivery, as applicable.

14.26.2. Refusals Requiring Turn-Ins. When an organizational refusal requires a turn-in, the inspector either stamps or signs the organizational refusal document and annotates the appropriate turn-in document number. For retail outlet IEE items, the IEE (instead of the inspector) signs the document.

14.26.2.1. In all cases, coordination will be effected with the organization refused the property to determine if they still have a valid requirement. If so, Inspection personnel will coordinate with the applicable demand processing to reestablish the issue/DOR for the correct assets.

14.27. Technical Order Compliance.

14.27.1. Identifying and Controlling Items Requiring TCTO Compliance. Inspection is responsible for the identification and control of all items requiring compliance with technical orders. Inspection personnel process items requiring compliance with time compliance TCTO.

14.27.2. Ensuring Proper Date Control Processing. When a Supply activity receives TCTO kits, Inspection personnel inform the TCTO kit manager of all items in the kits having shelf life codes listed in the TCTO bill of materiel (see TO 00-5-15 and MIL-T-3880 (USAF)) and date control processing codes specified in the TO 00-20K series.

14.27.2.1. The TCTO kit manager uses kit stock numbers to control shelf life items in the kits. (Normal shelf life control procedures apply to the dated items.) The kit manager tags kits containing outdated items with condition code E (limited restoration). The kits remain in this status until the outdated items have been replaced. Type I items are replaced through normal requisitioning procedures. Type II items are updated as deemed necessary by physical inspection. DD Form 1574-1 and containers for Type II items are updated with AF Form 2032, Inspection Extension. Upon the completion of inspection or replacement of outdated items, the TCTO kit manager tags the kits with the appropriate condition code (A, B, C). Inspection personnel then load these codes onto the appropriate item records.

14.27.2.2. When TCTO kits are found to contain items needing repair, the authorized supply inspector tags them condition code G (incomplete or unserviceable). Reparable items are tagged REPARABLE (code F) and turned in for repair. Inspection immediately tells the kit manager to requisition replacements so that the kits can be returned to complete (issuable) status.

14.28. Time Compliance Technical Orders (TCTO).

14.28.1. Sources of TCTOs. The term time compliance TCTO includes 1) USAF technical orders, 2) maintenance bulletins issued by the USAF Cryptological Support Center, and 3) time compliance technical instruction issued by the Air Force Technical Application Center.

14.28.2. Distribution of TCTO Publications. Maintenance Quality Control will forward two copies of all TCTO publications (except for munitions) to Inspection. Inspection will forward one copy to the TCTO kit monitor to be filed in the applicable TCTO kit jacket file. Inspection will maintain/file a copy of each TCTO publication for those items which require modification.

14.28.3. Identification of Items Requiring TCTO Action. At the Chief of Supply's option, either Inspection or Records Maintenance personnel may assign NPPC 4 to those items requiring modifications which change their form, fit, or function. If no option is taken, Inspection will assume the responsibility for NPPC 4 load action.

14.28.4. Assigning the NPPC 4 and the TCTO Flag. Assign either through 1) the AFMC Interchangeability and Substitution Data Maintenance System (D043B) and the SNUD, or 2) an FCD input. The TCTO flag is assigned through the FCD input.

14.28.5. Receipt of F111 Management Notices. Upon receipt of an F111 management notice indicating the loading of an NPPC 4, Inspection personnel do the following:

14.28.5.1. Check TCTO files maintained by Inspection and contact Base Maintenance Quality Control to make sure that the TCTO is available. If the TCTO is available, Inspection personnel complete the appropriate procedures.

14.28.5.2. Contact AFMC CASO/LODS, Federal Center, Battle Creek MI 49016, to obtain the TCTO number IF AND ONLY IF Base Maintenance Quality Control has no record of the TCTO publication requiring the assignment of NPPC 4 to the item in question. If Inspection personnel want technical data from the TCTO publication, they may contact the ALC Technical Service Branch (MM-R) to obtain the required information. Volume 1, part 2, and TO 00-25-115 identi-

fies the ALC responsible for the item. Once Inspection personnel have obtained the TCTO number, they provide it immediately to Base Maintenance Quality Control, who requisition the required TCTO publication.

14.28.5.3. Request Base Maintenance Quality Control to forward two copies of the TCTO publication with a cover letter to Inspection when the TCTO is not on file in Inspection but is available in Maintenance.

14.28.6. Receipt of the TCTO. When a Supply activity receives a time compliance TCTO, Inspection personnel do the following:

14.28.6.1. Prepare an inquiry to print out all item records and detail records for the listed stock numbers (using a type of inquiry that includes ISG).

NOTE: The data received in response to the inquiry determine the total number of assets to be modified.

14.28.6.2. Initiate action to load an NPPC 4 to the item record of the item to be modified, whether a balance is on hand or not, and enter the TCTO number in the source of restriction field (pos 28-80) of the FCD 2 input.

14.28.6.3. Take inventory of the unmodified spares on hand, including serviceable, unserviceable, war readiness materiel, and supply point.

NOTE: When the modification does not apply to specific serial numbered items, Inspection personnel must analyze requisition status and due-in quantities to determine how many such items have been shipped or released for shipment by the depot, and then include this number in the total kit requirement. This ensures that Maintenance can modify those assets in transit.

14.28.6.4. Send correspondence to forward supply points, AC&W sites, relay sites, etc., when spares at those sites are affected by the modification.

14.28.6.4.1. In response to their correspondence, Inspection personnel report the number of MRSP/mobile spares packages and AMC forward supply point assets requiring modification to the host base maintenance activity. The maintenance activity then includes these figures in its TCTO kit requirements if the host base provides maintenance support for the forward base. If it cannot comply, the forward base requests replacement spares from the PSP and returns or turns in modified spares to the host PSP for maintenance.

14.28.6.4.2. Inspection requests TCTO kits required for AC&W sites and radio relay sites through the EACC when compliance cannot be accomplished on site. If the compliance cannot be made on site, Inspection requests the EACC to send the replacement and unmodified spares to Inspection, who then forwards it to Maintenance for modification.

14.28.6.5. List by NSN the total number of spares (including in-transit assets) requiring modification on the cover letter accompanying the TCTO. Even if the TCTO does not apply to them, the forward sites must respond to the cover letter. They endorse the cover letter and return it to the documentation activity of Maintenance Control. Finally, Inspection personnel send a copy of the endorsement to Repair Cycle Support to keep it informed.

14.28.7. Retention of the NPPC 4. Inspection personnel see to it that the NPPC 4 flag is retained until the item record is deleted. This helps identify spares requiring TCTO modification that have been received after the initial inspection.

14.28.8. Conditions Causing the Deletion of NPPC 4. Although the NPPC 4 flag is normally retained on the item record until the record is deleted, the following conditions may cause it to be deleted from the item record before the item is deleted:

14.28.8.1. AFMC mistakenly assigned the NPPC 4. A subsequent D043B output removes the incorrect code and replaces it with the correct parts preference code. When this happens, program control automatically produces an F111 management notice with the phrase D043B UPDATE in the remarks field. However, if base Inspection personnel believe that the item in question has been so modified that it now meets the criteria for assigning the NPPC 4, they may do the following:

14.28.8.1.1. Assign the TCTO flag and contact the applicable ALC Technical Service Branch.

14.28.8.1.2. Delete the TCTO flag once the ALC Technical Service Branch resolves the issue.

14.28.8.1.3. Take no further action if the ALC Technical Service Branch agrees that the item should be assigned NPPC 4.

14.28.8.1.4. Delete the NPPC 4 and remove the DD Form 1576 from the item if the ALC Technical Service Branch determines that the NPPC is not applicable.

NOTE: The notice from the ALC Technical Service Branch authorizes Inspection personnel to remove the DD Form 1576 from the item.

14.28.8.2. A base-prepared FCD input has changed or deleted the NPPC 4. Inspection should delete the NPPC 4 only if it has been erroneously assigned.

14.28.8.3. A base-prepared FCD has loaded the NPPC 4, but the AFMC D043B system does not yet contain the correct parts preference code. When this happens, program control automatically produces an F111 management notice with the phrase D043B UPDATE in the remarks field. Inspection personnel contact the applicable ALC Technical Service Branch by letter or message and send an information copy of the letter or message to AFMC/CASO. Inspection personnel then load the TCTO flag to the item record of the item in question in order to maintain control of the item. Once the D043B records have been updated, program control automatically produces an F111 management notice stating the date the D043B was processed. Inspection personnel now delete the TCTO flag.

14.28.9. TCTOs Requiring Issues to Maintenance. Upon receipt of TCTOs requiring items to be issued to Maintenance for modification and then returned under the same stock number, Inspection personnel do the following:

14.28.9.1. Assign the TCTO flag to the item record of the item to be modified, whether a balance is on hand or not, and enter the TCTO number in the blank field (positions 49-79) of the FCD input.

14.28.9.2. Prepare an inquiry to print out the item record and detail records for the listed stock numbers.

NOTE: The response to the inquiry determines the total number of assets to be modified, including those in transit.

14.28.9.3. Tag materiel awaiting TCTO modification with DD Form 1576 series.

14.28.9.4. Take inventory of the unmodified spares on hand, including serviceable, unserviceable, war readiness materiel, and supply point.

14.28.9.5. Send correspondence to forward supply points, AC&W sites, relay sites, etc., when spares at those sites are to be modified.

14.28.9.5.1. Inspection personnel report MRSP/mobile spares kits and AMC forward supply point assets requiring TCTO modification to the host base maintenance activity when the host base provides maintenance support. If the forward base cannot comply, Inspection personnel request replacement spares from the PSP and ask that unmodified spares be returned or turned in to the host or PSP for maintenance.

14.28.9.5.2. Inspection personnel request the TCTO kits required for AC&W sites and radio relay sites through the EACC when compliance cannot be accomplished on site. If compliance cannot be made on site, Inspection requests that the replacement and unmodified spares be returned to the support base for modification.

14.28.9.6. List by stock number the total number of spares on hand requiring modification. Make this list on the cover letter, and then endorse the letter and return it to Base Maintenance Quality Control. Send an informational copy of the endorsement to Repair Cycle Support.

NOTE: Activities must respond, even if they are not affected by the TCTO.

14.28.9.7. Enter the TCTO number in the remarks block of the DD Form 1574 when Maintenance returns the modified item. Annotate the form to indicate TCTO compliance.

NOTE: This annotation verifies compliance with TCTO 1F-1022.

14.28.9.8. Retain the TCTO flag on the applicable item records until the recession date of the TCTO.

14.28.10. Items Requiring TCTO Kits. Inspection will not issue items requiring TCTO kits to Maintenance until the kits are available and Maintenance has requested them.

14.28.11. On-the-Shelf TCTO Items. Each month Inspection personnel must verify that on-the-shelf TCTO items assigned either the NPPC 4 or the TCTO flag comply with TCTOs. In addition, Inspection personnel select the materiel suspect codes for the inspector and Receiving to use during post-post operations. Inspection personnel may use program 003 (QLP) to select these codes.

NOTE: To ensure that all assets are inspected and to facilitate inspections, outputs or listings should be listed in warehouse and detail location sequence.

14.28.12. Inspections by Maintenance. When a Supply activity receives an item and Inspection personnel cannot determine if it complies with a TCTO, they issue it to Maintenance. Maintenance then performs the necessary tests or inspections. When the item does not comply with a TCTO and if the TCTO is not available, Maintenance personnel notify the Inventory Manager and request the TCTO or disposition instructions. Inspection personnel assign the TCTO flag to the item to control it until Maintenance receives the TCTO/disposition instructions. Once Maintenance receives the TCTO, normal TCTO processing takes place.

NOTE: If a TCTO requires modification of a special weapon (MMC CM), the munitions activity possessing the weapon is responsible for compliance with the TCTO.

14.29. Condition Changes. Inspection personnel record condition changes on the item record by processing FCC input (see **Attachment 14B-1**, **Attachment 14B-2**, **Attachment 14B-3**, and **Attachment 14B-4** for details). Inspection personnel notify Stock Control of all changes to the unserviceable balance field, except for those increases when program control makes immediate disposition.

NOTE: If the Chief of Supply has not directed otherwise, the Base Service Store will process FCC transactions involving warranty tools.

14.30. Identity Changes.

14.30.1. Processing FCH Inputs. Inspection personnel may process identity change inputs (FCH) for ONLY the following purposes:

14.30.1.1. To correct errors of identification for serviceable items in storage.

14.30.1.1.1. Incorrectly identified serviceable items. When Storage and Issue personnel find incorrectly identified serviceable items in stock, they ask Inspection personnel to identify the materiel.

14.30.1.1.1.1. If the manufacturer has incorrectly identified the item, Inspection personnel process an identity change input (FCH) (see **Attachment 14B-5**, **Attachment 14B-6**, and **Attachment 14B-7**). Such errors can occur when the manufacturer stamps an erroneous number on the item. For example, an item's part number may be a cross-reference to an AM radio, but the item itself is an FM radio.

14.30.1.1.1.2. For all other discrepancies in identification, Inspection personnel must request special inventories. See chapter 20, section 20C, for details.

14.30.1.1.2. Items researched. Inventory personnel research transaction histories, and, if possible, initiate reverse-post procedures to correct the discrepancy. If their research shows that reverse-posting is not possible, they process inventory adjustments (IRC) to correct the discrepancy.

14.30.1.2. To transfer overflow adjunct record balances between two records (basic and -9) and to transfer supplemental adjunct balances between the two records (basic and -1/-2). Inspection personnel create and process these inputs with the advice and consent of Stock Control.

NOTE: FCH transactions that are processed to change the identity of assets to effect a local unit of issue change on nonpilferable/nonsensitive materiel require certification by the inspector only. No other signatures are required unless the Chief of Supply has determined otherwise.

14.30.1.3. To reidentify tires being recapped with a different tread.

14.30.2. Correcting Discrepancies in Identification. When possible, Inspection personnel use reverse-posting to enter the correct identification of items on detail records. When it is not possible to use reverse-post procedures, or when the discrepancy results from a manufacturer's error, use the following guidelines:

14.30.2.1. To correctly identify items recorded on in-use detail records, use FER inputs (see chapter 22, section 22E, for details).

14.30.2.2. To change the identity of items recorded on DIFM (FIRM), supply point, WRM, SPRAM, or REM detail records, use the following procedures:

14.30.2.2.1. Process a TIN input for the quantity misidentified, using TEX code 8.

14.30.2.2.2. Process an FIL to load the item record for the change-to stock number/system designator, if it is not already loaded.

14.30.2.2.3. Process an FCH input for the misidentified quantity, using TEX code 8.

14.30.2.2.4. Process a detail record load input, if necessary.

14.30.2.2.5. Process an ISU for the reidentified quantity, unless the property has been returned to warehouse storage.

14.30.2.3. For items incorrectly identified on unserviceable detail records, use the following procedures:

14.30.2.3.1. Process an FCC to return the item to serviceable condition. (Use TEX 8 to suppress DOR.)

14.30.2.3.2. Process an FCH to reidentify the item. (Use TEX 8 to suppress DOR.)

14.30.2.3.3. Process an FCC to return the item to unserviceable condition.

14.30.3. Adjusting the Inventory Record. Each identity change transaction creates both a decrease and an increase inventory adjustment record. These adjustments appear as separate entities on the Consolidated Inventory Adjustment Document Register (M10/NGV836). The certification and approval of identity change adjustments are outlined in chapter 20, section 20A. The identity change of a Weapon or Comsec asset will not be allowed. A 618 reject will occur when the From or To stock number with a serialized report code is equal to an "A" or "C".

NOTE: The transfer of assets from or to an adjunct record does NOT update the Inventory Accuracy Records.

14.31. Warranty/Guaranty Items.

14.31.1. Items under warranty or guaranty are identified on the containers, as required in MIL-STD-129F. Locally purchased items under warranty/guaranty are identified in the purchase document. This technique of marking makes it unnecessary to open inbound property only to determine whether it is under warranty/guaranty. Inspection processes warranty/guaranty items in the following way:

NOTE: Warranty items received from GSA sources that have warranty information attached, including the expiration date, do not require the preparation/attachment of a GSA Optional Form 274.

14.31.2. Notice to Stock and Due-Out Releases. When Receiving receives a copy of the warranty or guaranty with a property, Inspection personnel place it and a GSA OF 274 (NSN 7540010447185) in a plastic or paper bag, then securely fasten the bag to the property. The receiving document will have the model, serial number, manufacturer's name, address, and any other data required locally to verify later that the property is under warranty.

14.31.3. Issue Exception Code B. Inspection personnel initiate action to assign issue exception code B to the item record of the received property. Once issue exception code B is assigned, it remains on the item record until the record is deleted.

14.31.3.1. Routing. Routing procedures for annotated receiving documents and copies of warranties vary, depending mainly upon the activity responsible for maintaining the item. For this reason, Inspection must work closely with Base Maintenance activities and the Contract Repair Services to make sure that warranty/guaranty data are properly routed. To this end, exact local rules and checklists are needed.

14.31.3.2. Receiving document and warranty. Inspection forwards a copy of the annotated receiving document and the applicable warranty to the appropriate activity or office listed below:

14.31.3.2.1. The Base Civil Engineer for items that Civil Engineering maintains or repairs.

14.31.3.2.2. The Vehicle Maintenance Office for new motor vehicles, as provided by TO 36-1-42.

14.31.3.2.3. Other maintenance offices as appropriate (such as Aircraft, Avionics, Communications). Processing of centrally managed or procured items under warranty is described in volume 1, part 1, chapter 10, section J.

14.31.3.2.4. Other activities maintaining data for warranty, guaranty, and serialized control items.

NOTE: MAJCOM determines when this is appropriate.

14.31.4. Warranted or Guaranteed Items Requiring Repair. Normally, using organizations process warranted or guaranteed items requiring repair directly to Contract Maintenance . For exceptions to this policy, either the AFMC IM or the ICP will provide instructions for processing the FSC involved. (See volume 1, chapter 10, section J, for details.)

14.32. Reserved For Future Use.

14.33. Shelf Life Control.

14.33.1. Assigning Shelf Life Codes. The ICP assigns shelf life codes to items in Supply, as determined by a technical evaluation of their stability and durability.

14.33.2. Selecting Alpha or Numeric Shelf Life Code. Items assigned shelf life codes are divided into two categories as follows:

14.33.2.1. Type I (alpha codes) are items of supply having a definite, nonextendable shelf life.

14.33.2.2. Type II (numeric codes) are items of supply assigned a shelf life that may be extended after the completion of inspection, testing, or restoration, as appropriate. An item may be extended for the full term of its original life UNLESS technical orders or other publications prevent it.

14.33.3. Controlling Items in Storage. To control items in storage, Inspection personnel do the following:

14.33.3.1. Request program NGV401. Once each quarter, or more often if necessary, Inspection personnel ask Computer Operations to process program NGV401 in order to list the item records for all items assigned shelf life codes. (See chapter 6, section 6A, for instructions on running the program.)

14.33.3.1.1. Exclude item records having certain FSC/MMM combinations from normal shelf life control procedures. (See **Attachment 14B-11** for a detailed list of items exempt from shelf life control.)

14.33.3.1.2. Screen items assigned short shelf life codes more frequently. Inspection may request that program NGV401 be processed on an as-required basis using the option to select specific shelf life codes. (See chapter 6, attachment 6A-5, for format.)

14.33.3.2. Inspect assets identified by the listing.

14.33.3.2.1. Make sure items are properly identified or tagged.

14.33.3.2.2. Annotate the listing to indicate items that are outdated or that require issue or disposition before the next inspection.

14.33.3.3. Retain the annotated listing(s) until new products are produced

14.33.3.4. At the direction of either local management or MAJCOM, review assets in MRSP, using the R43 Listing provided by the MRSP monitor and following the guidelines in chapter 26.

NOTE: If the MAJCOM/COS has not directed otherwise, War Readiness will review dated items in MRSP using the R43 listing.

14.33.3.5. Report any item in storage that appears to be deteriorating and that is excluded from the shelf life control procedures to the responsible item manager and HQ AFMC/LOLS, who decide if the item should be assigned a shelf life code.

14.33.4. Processing Outdated Shelf Life Items.

14.33.4.1. Type I Shelf Life Items. When type I shelf life items are outdated, process an FCC condition change with an increase balance code of H for an automatic transfer to DRMO (see **Attachment 14B-2**).

14.33.4.2. Type II Shelf Life Testing Before Expiration Date. Schedule type II shelf life items for serviceability testing 15-45 days before their expiration date. The testing is required when the on-hand balance for the affected batch/lot indicates that the materiel will remain in stock beyond the expiration. Decisions are based on the normal utilization rate and/or demand pattern for the affected item. An FCC condition change need not be processed unless test results are not received prior to the expiration of shelf life for that batch/lot number.

14.33.4.3. Processing Type II Expired Shelf Life Items. Process an FCC condition change input with an increase balance code of J to suspend outdated items on an unserviceable detail. Do this when the item is to be issued to Maintenance for a serviceability test or when there is a delay in processing.

NOTE: Unserviceables are issued to Maintenance by TRIC MSI and activity code C. (See chapter 11, attachment 11B-1, for format.)

14.33.4.3.1. The Maintenance function forwards a written reply of the test finding(s), along with any materiel not used or destroyed in testing, to Inspection.

14.33.4.3.2. If the item was destroyed as a result of testing, Inspection processes a turn-in (TIN) with supply condition code of H and action taken code of 9, and A5J transfer document to DRMO is produced.

14.33.4.3.2.1. Stamp, type or handscribe the following statement on the A5J:

PROPERTY REFLECTED ON THIS DOCUMENT HAS BEEN CONSUMED DURING ROUTINE TESTING IAW VOLUME 2, PART 2, CHAPTER 14.

14.33.4.3.2.2. Forward the document which is signed and dated by the Chief Inspector or his designee to Document Control. Attach a copy of the written test result(s) to provide an audit trail.

14.33.4.3.3. Materiel not consumed but tested unserviceable is processed in the same manner as above, but the resulting A5J document and the unserviceable item are forwarded to DRMO.

NOTE: Turn-ins are processed using the original MSI document numbers to make certain all DIFM details are deleted.

14.33.4.3.4. Those items tested and found serviceable are tagged and their expiration dates are extended according to instructions in volume 7, part 3 (formerly TO 00-20K-1).

14.33.4.4. Exception to Type II Shelf-Life Testing. When small quantities of the same stock number reach their expiration date, the Chief Inspector must determine if testing of this materiel is cost effective. Testing should not be done when the cost of the test is greater than the total dollar value of the outdated materiel, or when only one unit remains and the materiel will be consumed in testing.

NOTE: The Chief Inspector should review the demand pattern and consider the purchase/requisitioning expense. Consideration must also be given to the impact on mission support.

14.33.5. Non-NSN Local Purchase Items. Upon receipt of non-NSN local purchase items, the Supply inspector performs normal inspection duties and, in addition, determines if the appropriate shelf life code is on the item record. If the shelf life code on the item record for a dated item is incorrect, the Supply Inspector may update the shelf-life code using records maintenance data load/change (FNL) chapter 27, attachment 27E-1.

NOTE: The item record shelf life code will be on the local purchase receiving document and on the DD Form 1348-1A. (See chapter 10, section 10C for receipt of shelf life items.)

14.33.6. Petroleum Products. Aircraft and ground equipment lubricants and oils are not governed by shelf life codes but by retest cycle dates, as specified in TO 42B-1-1.

14.33.6.1. Aircraft jet engine oils MIL-L-7808 and MIL-L-23699 must be used within 36 months of the date of packaging or the date of the last test. To prevent unnecessary testing, TO 42B2-1-107-1 provides that the Air Force retains data on overage products which have been tested or condemned. The Quality Status List published by the DSCR may also be used to obtain test data. This publication should be obtained from DSCR-QDA8.

14.33.6.2. Air Force bases maintaining large inventories of aircraft and engine oils as war reserve materiel may have difficulty rotating stocks in peacetime, when demands are low. Accordingly, 12 months before the product's expiration date, such bases should submit requests for assistance in redistributing stock. AF bases unable to rotate stocks adequately may ease their redistribution problems by using advice code 2G when they submit their MILSTRIP requisitions to the Defense Supply Center Richmond (DSCR).

14.33.7. Chemicals and Chemical Products. To prevent unnecessary testing, the DSCR Quality Status List provides data on overage products which have been tested or condemned. Inspection personnel inspect visually or retest all chemicals and chemical products in the 6810, 6820, and 6850 supply classes, whether packaged or bulk, as specified in TO 42C-1-12. In the visual inspection, the Supply inspector looks for discoloration, changes in composition, and broken or leaking packages. Those products determined to be defective through the visual inspection will be identified, segregated, sampled, and submitted for testing, as appropriate.

14.33.7.1. Containers inspected. Inspection personnel inspect containers, drums, tanks, lines, and associated equipment used in the storage of chemicals every month for leaks. When a leak cannot be repaired, the chemical is transferred to another clean container suitable for the product.

14.33.7.2. Local checklist developed. Inspection personnel must develop a local checklist to make sure that containers, drums, tanks, lines, and equipment used in the storage of chemicals and chemical products are inspected monthly. The M14, the R32, or an appropriate locally-developed program may be used to assist in these inspections. These local checklists should include the specific storage areas of chemicals and the location or serial numbers of the equipment used in storing chemicals.

NOTE: Inspection personnel document the results of the monthly inspections on the checklist and maintain this information for a minimum of 1 year.

14.33.8. Shelf-Life Chemical Items. Activities using chemicals and other shelf-life items that have short lives are authorized, on an optional basis, to use a color coding system which makes expiration dates more readily apparent. One system that can be used is to have two sets of decals like those used on vehicle license plates. Each set is a different color to designate the current year and the next year. Each color would have decals with numbers from 1 to 12 to designate the month of expiration.

14.33.9. Processing Outdated Chemical and Petroleum Products. When chemical and petroleum products reach their retest dates, Inspection personnel must do the following:

14.33.9.1. Process an FCC condition change input. Process an FCC condition change input with an increase balance code J to suspend the outdated materiel on an unserviceable detail and prevent reissue.

14.33.9.2. Obtain Retest Data. Contact DSCR/QRP, Richmond, VA, to obtain retest data before locally condemning or disposing of outdated materiel in FSC 6810, 6820, 6850, 9150, and 9160. If DSCR/QRP is already conducting a test on the batch or lot in question, retain the materiel on the unserviceable detail until the test results are received.

14.33.9.3. Submitting samples for testing. When a whole unit of issue (for example: gallon, quart, etc.) is required for the sample, Inspection personnel must process an unserviceable non-directed shipment to the laboratory identified by DSCR/QRR. (See chapter 15, attachment 15C-1 for shipment format.) When only part of the unit of issue (for example: one gallon is extracted from a 55-gallon drum), an off-line shipment is required. Hold the remaining quantity as a full unit of issue.

14.33.9.4. Preparing materiel for shipment. Inspection personnel must prepare an AFTO Form 475, Fuels and Lubricants Sample, to identify the materiel being sent to the laboratory.

14.33.9.5. Receipt of test results/notification. When materiel is found to be serviceable, Inspection is required to retag and/or update the materiel being suspended, then they process an FCC to return the materiel to a serviceable condition. When materiel is unserviceable, the Inspector takes the action prescribed in the notification. If there are no instructions for disposal, follow the directives of the appropriate technical order or local directive.

14.34. Items Unsuitable for Air Force Use.

14.34.1. Official Notification. Periodically, Inspection may receive official notification other than technical orders, such as messages, letters, etc., specifying certain items of an NSN that are not suitable for Air Force use. For example, such a communication may state that items of a specific NSN

produced by a particular manufacturer are unsuitable and should be condemned or returned. However, items having the same stock number but produced by other manufacturers are still satisfactory. The same situation may occur with only a group of items produced by a manufacturer, such as a particular series of serial numbers or a certain model, etc.

14.34.2. Deadlines for Suspect Materiel. The length of time an item should be coded as suspect materiel should be published in the applicable directive. If not, the code should remain on the item record for one year.

14.34.3. Stock Control Data Load Input. Upon notification and subsequent identification of an unsuitable item, Inspection personnel process a stock control data load input (FCD) with an S in position 48 to load the suspect materiel flag to the item record (see chapter 19, attachment 19A-10).

14.34.4. Identification of Unsuitable Items. To ensure that items are identified as unsuitable for AF use, Inspection personnel do the following:

14.34.4.1. Process an inquiry to determine all item records and detail balances affected by the notification of an unsuitable item. Upon receiving the response to their inquiry, Inspection personnel check all asset locations controlled by the Chief of Supply--WRM, MRSP, MSK, BSS, supply point, etc.

14.34.4.1.1. To identify any on-hand assets. For items on bench stock, Inspection personnel ask Bench Stock Support to contact the applicable organization(s) and to take the appropriate action.

14.34.4.1.2. To notify customers/users of suspect materiel, Inspection personnel develop local procedures, such as daily bulletins, newsletters, phone calls, etc., as appropriate. The basis for notification depends upon the type of item. That is, messages concerning items peculiar to one organization should not be published in daily bulletins or newsletters.

14.34.4.2. Remove on-hand unsuitable items from storage locations and dispose of them according to the disposition instructions furnished in the applicable directive.

14.34.4.3. Transfer on-hand assets to an unserviceable detail location (supply condition J) using FCC products (see **Attachment 14B-2**) when disposition instructions have not been provided.

14.34.5. Receipt or Turn-In of Suspect Materiel. Upon receipt or turn-in of items identified as suspect materiel, program control produces an I302 management notice and the items are suspended on the DIFM unserviceable detail record (R920) indicated by the management notice. Inspection personnel dispose of unsuitable items according to the disposition instructions provided in the applicable directive. They return suitable items to a serviceable condition with an FCC input.

14.34.6. I302 Management Notice. Once Inspection personnel have decided that an item is unsuitable and it is pending disposition, the inspector notes the corrective actions to be taken and signs or stamps the front of the I302 management notice. After completing the actions described above, Inspection personnel send one copy of the I302 management notice to Stock Control for control of the unserviceable item. Inspection personnel use the remaining copies to transfer the item to the unserviceable storage location.

14.34.7. Receipt or Turn-In of Post-Post Due-Out Release. When Supply personnel process a receipt or turn-in for a post-post due-out release, the program produces an I305 management notice. Inspection personnel then contact the using organization to decide if the assets are suitable for AF use. Inspection personnel reverse-post unsuitable items and dispose of the items as appropriate.

14.34.8. Inspection Offline Checklist. Supply Inspection maintains an inquiry deck for items unsuitable for Air Force use (suspect materiel), functional checks, and TCTOs that are not loaded during the initial screening. The inquiry deck is arranged in stock number sequence with reference data in positions 55-80. It is used as input for program R32/NGV822 to determine if any items have subsequently been loaded. Inspection can also determine if any items have subsequently been loaded by reviewing the Daily Document Register (D04/NGV804). Inspection should process the R32 listing at least once a month.

14.34.8.1. Title the R32 Listing INSPECTION OFFLINE CHECKLIST for the purposes of standardization.

14.34.8.2. The inquiry remains in the deck until the situation or condition affecting the item has been resolved or rescinded. If any of the items have been loaded, the inquiry card may be removed. Inspection must then take the action required by the appropriate directives and see that the correct codes are loaded.

14.34.8.3. Inspection keeps a copy of the R32 Listing until it is rescinded by the next month's list.

14.34.9. Materiel Suspect Code Listing. Each month Inspection must request a utility program to list all stock numbers having materiel suspect codes assigned to them. Inspection forwards one copy of the listing to Receiving, who uses it during post-post operations. Inspection maintains a work copy until a new monthly listing is printed.

14.35. Control of Noncataloged Items.

14.35.1. Establishing a Central File for DD Form 1348-6. When Inspection is located close to Demand Processing, and when congestion, access, or related factors would not hinder the efficiency of either section, a central file of DD Forms 1348-6 may be established for their joint use.

14.35.2. Alternatives to Maintaining a Central File. When a central file is not maintained, Inspection may use one of the following options:

NOTE: If the MAJCOM/COS has not directed otherwise, a central file of DD Forms 1348-6/AF Form 1220 will be maintained within Demand Processing.

14.35.2.1. Option One. Demand Processing may furnish Inspection a copy of all DD Forms 1348-6 for L and P numbers, NC and ND numbers, and those NSN not appearing in AF, DLA, or GSA catalogs (except for those items listed in chapter 27, section 27B).

14.35.2.2. Option Two. Demand Processing may furnish Inspection a copy of DD Form 1348-6 for items with a source of supply other than local purchase (except for those items listed in chapter 27, section 27B). Demand Processing identifies local purchase items using parts I, II, and III of the CIAPS Item Listing.

NOTE: M&S Flight will ask Base Contracting to provide a copy of this listing to Inspection on a monthly basis.

14.35.3. Choosing the Filing System. Inspection should choose the most efficient method of filing DD Forms 1348-6. Factors to be considered are the ease of identifying and accepting items and the effect of the physical installation at any given base.

14.35.4. Bases Not Operating Under CIAPS. Those bases not operating under the CIAPS must use option 1.

14.36. Discrepant Local Purchase Items.

14.36.1. Report of Discrepancy/Supply Discrepancy Report. The inspector initiates a Report of Discrepancy/Supply Discrepancy Report (SF 364) on all local purchase receipts, regardless of extended price, except when local purchase documentation (DD Form 1155) is annotated with an excess quantity clause and the extended cost is less than $250.00. Before forwarding the SF 364 to Base Contracting, Supply must determine such requirements as overages, shortages, etc. The inspector then annotates the SF 364 accordingly. (See chapter 10, section 10D, for a full discussion of processing discrepant local purchases.) At the option of the major command, Receiving may work local purchase Report of Discrepancy/Supply Discrepancy Report (SF 364) required by this section instead of Inspection.

NOTE: If the COS/local management has not directed the file sequence of RODs, Inspection personnel will maintain the file in ROD/SDRcontrol number sequence.

14.36.2. Overages. The inspector forwards the SF 364 to Stock Control. Stock Control decides if the overage can be used. If Stock Control thinks that receipt processing will be significantly delayed during SF 364 processing, it reviews priority due-outs and begins post-post due-out release actions as required.

NOTE: The quantity to be post-post due-out released must not exceed the quantity originally requested. (See chapter 10, section 10D, for a full discussion of processing discrepant local purchases.)

14.36.2.1. If the overage quantity is required, Stock Control annotates the SF 364 accordingly and returns it to the inspector.

14.36.2.1.1. Inspection's actions. The inspector prepares and processes a procurement status input, changing the EDD with an RW in positions 65-66. The inspector then forwards the SF 364 to the Base Contracting Office. (See chapter 9, attachment 9J-4, for EDD format.) This action keeps program control from generating followups while the discrepancy is being resolved.

14.36.2.1.2. Base Contracting's actions. The Base Contracting Office asks the vendor if the purchase order can be adjusted to accommodate the overage. If it can be adjusted, then Base Contracting processes a local purchase adjustment (LPA) transaction to accommodate the increased quantity and extended price. The Base Contracting Office instructs Base Supply to process the total quantity received. If adjustment of the purchase order is not possible, the Base Contracting Office advises Base Supply to process only the requisitioned quantity and provides disposition instructions for the overage.

14.36.2.2. If the overage quantity is not required, Stock Control annotates the SF 364 accordingly and returns it to the inspector. The inspector instructs Receiving to process only the requisitioned quantity. Then the inspector forwards the SF 364 for the overage quantity to the Base Contracting Office for disposition instructions.

14.36.3. Shortages. If the quantity received is less than the quantity stated on the local purchase receipt, the inspector instructs Receiving to 1) process a partial receipt (P in position 54) for the quantity received, and 2) forward the SF 364 to the Base Contracting Office. The inspector also prepares and processes a procurement status change (EDD), with an RW in positions 65-66. (See chapter 9, attachment 9J-4, for format.) This action prevents program control from generating followups while the discrepancy is being resolved. The Base Contracting Office attempts to arrange for delivery of the shortage.

14.36.3.1. If the shortage will be delivered, the Base Contracting Office advises Base Supply accordingly.

14.36.3.2. If the shortage is valid but will not be delivered, the Base Contracting Office processes a local purchase cancellation (LCC) transaction to cancel the remaining due-in quantity and advises Base Supply accordingly.

14.36.3.3. If Base Supply responsible for the shortage, Receiving processes a receipt for the shortage quantity and initiates a request for special inventory.

14.36.3.4. If Transportation is responsible for the shortage, Receiving processes a receipt for the shortage quantity, prepares and submits SF 364 to the Chief of Transportation, and initiates a request for special inventory. The request for special inventory must include a comment attributing the shortage to a function, such as Transportation or Supply. Inventory must make sure that the SF 364 is reviewed by Transportation to resolve the problem and that the completed SF 364 supports the adjustment to the inventory.

14.36.4. Unsuitable Substitute, Misidentified or Unserviceable Property. Inspection personnel immediately forward the SF 364 to the Base Contracting office for disposition instructions. The Supply inspector prepares and processes a procurement status change (EDD) by entering RW in positions 65-66. This action keeps the program from generating followups pending disposition instructions. Inspection personnel prepare and process the appropriate off-line disposition document, but do not post the transaction. Stock Control takes manual followup actions if Base Contracting does not respond to the SF 364 within 45 days. Inspection maintains a suspense file until the discrepancy is resolved.

14.37. Identification and Control of Classified Items.

14.37.1. Classified items are identified in the SNUD, D071, and the stocklist change and data compatibility system, D071. See applicable USAF Federal Supply Catalogs for followup publications. Classified items of electronic equipment are identified in the Military Standard Handbook-Security Classification and Cognizant Activity of Electronic Equipment, MIL-HDBK-140A.

14.37.2. Receiving Items with Incorrect Controlled Item Codes. When a Supply activity receives classified items for which the controlled item code on the item record does not correspond to the security classification indicated on the accompanying documentation, Inspection personnel immediately notify Records Maintenance. Records Maintenance is responsible for determining and assigning the correct controlled item codes.

14.37.3. Processing the Transactions. Upon notification by Records Maintenance of the correct controlled item code, Inspection personnel process the transaction accordingly.

14.37.4. Loading the Item Record. When a Supply activity receives a classified item for which no item record has been loaded, Inspection personnel ask Demand Processing to load an item record with the appropriate controlled item code.

14.38. Incomplete Items.

14.38.1. Policy. Volume 1, part 4, states Air Force policy regarding incomplete items (supply condition code G).

14.38.2. Processing Incomplete Items. When identifying items as incomplete, the Supply inspector tags them condition code G unserviceable (reparable) and processes them as reparable materiel. The

reason for reparable condition block of the DD Form 1577-2, Unserviceable (Reparable) Tag-Materiel, must state in large bold face letters INC-G (repair shop must restore item to serviceability), as described in volume 1, part 1, chapter 4. Missing components must be listed in the remarks section or on the reverse side of the DD Form 1577-2.

14.38.3. Satisfying Due-Out Requests or Stock Level Demands. When an incomplete item is required to satisfy a due-out request or stock level demand AND when the components required to restore the item to serviceability can be identified for requisitioning, Inspection personnel will do the following as applicable:

14.38.3.1. Place the end item on DIFM by processing an activity code C, condition code F, issue request. When the item must be sent to Contract Maintenance or to an on-base repair shop (indicated by an INC-G tag), Inspection personnel use either the normal Contract Maintenance organization/shop codes or the organization/shop codes of the shop responsible for the required work, as appropriate.

14.38.3.2. Process UJC BR requests for missing components for items NOT requiring completion by Contract Maintenance.

NOTE: The organization responsible for completing the item pays for the parts required to return the item to complete item condition.

14.38.3.3. Physically process the incomplete end item to Contract Maintenance or move the item, with available components and/or due-out documentation, to the AWP manager (for example, RACC operation) or another responsible individual for AWP storage. Inspection's responsibility terminates, and the normal DIFM/AWP procedures described in chapter 24, section 24A, apply once the end item and its available components and documentation have been moved.

14.38.4. Disposing of Incomplete Items as Excess. When incomplete items are not required to satisfy due-out requests or stock level demands OR when components cannot be identified for requisitioning, Inspection personnel ask Stock Control to dispose of the items as excess. See chapter 19, section 19E, for details. Stock Control personnel identify such items to the item manager as INC-G and, when applicable, indicate that components cannot be identified. The incomplete items are then moved to the designated reparable storage area pending IM disposition. Stock Control's responsibility terminates upon movement of the items.

14.38.5. Restoring Base Excess Incomplete Items to Serviceability. When an item manager requests a restoration of a reported base excess incomplete item to serviceability before shipment.

14.38.6. Shipping of Incomplete Items. Incomplete items will be shipped only when authorized by an item manager or requesting activity (for example, a lateral request to satisfy an outstanding MICAP condition when components and shop facilities are available at the requesting base).

14.39. Processing of Electrostatic Sensitive Devices/Electrostatic Discharge (ESD) Items.

Inspection makes sure that ESD items are handled as specified in TO 00-25-234. ESD items can be identified by proper marking/labeling and type cargo code (TCC) 3 stored on the item record. When physical inspection indicates ESD marking/labeling with TCC other than 3, handle the item as ESD sensitive. Then, submit a message or letter to the Transportation Manager at the ALC managing that particular item. See volume 1, part 2, chapter 2, attachment 2A-1 for FSC and/or volume 1, part 2, chapter 2, attachment 2A-2 and attachment 2A-5 for MMAC.)

14.39.1. When the serviceability of an ESD item is questionable, the inspector processes it to Maintenance by using TRIC MSI, activity code C, if the item is on a detail record. If the item is on the item record, the inspector processes it to Maintenance by using TRIC ISU. Never attach documentation to ESD property by using staples or any kind of metal fasteners.

NOTE: Turn-in procedures for ESD items are outlined in chapter 13.

14.40. Maintenance Functional Checks Of In-Warehouse Assets.

14.40.1. Types of Assets Requiring Function Checks. Supply assets requiring maintenance functional checks fall into two categories:

14.40.1.1. Assets other than buildup items requiring extensive functional checks after issue for installation.

14.40.1.2. Assets of doubtful serviceability, as identified by Inspection personnel. Such items will appear to have been mishandled while in stock, dropped, etc.

14.40.2. Identification of Items Requiring Functional Checks. An individual jointly agreed upon by the Chief of Supply and the Chief of Maintenance will be designated to act as the Maintenance contact point. The Maintenance contact point is responsible for preparing a listing of all items requiring extensive functional checks before installation. When the list is prepared, the Maintenance contact point provides Inspection with a copy. This listing is usually in the form of a signed letter.

14.40.3. Inspection of Items Requiring Functional Check. Upon receipt of the listing, Inspection personnel do the following:

14.40.3.1. Process an inquiry to determine the location of all assets on the listing, including interchangeables.

14.40.3.2. Inspect physically all assets indicated by the inquiry output to determine if the local maintenance activity has already performed the functional check. Appearance of a base maintenance inspector's stamp/signature is adequate proof of the function check. If Inspection personnel find any assets requiring a functional check, they process them.

14.40.3.3. Remove the distinctive markings from the bin labels for those items requiring deletion.

14.40.3.4. Process FCD inputs to load or delete the functional check flag for those items identified on this listing. (See chapter 19, attachment 19A-10, for FCD format.)

NOTE: The FCD input changes all master and interchangeable items in the group having the same system designator.

14.40.4. Processing Items Requiring Functional Checks. When Inspection personnel find an item for which the local maintenance inspector has not indicated the condition of serviceability by stamping or signing the DD Form 1574, they contact Production Control.

14.40.4.1. Receive time and place of delivery. Maintenance contact point tells Inspection what maintenance shop to issue and deliver the item to for a functional check, and at what time.

14.40.4.2. Process a C activity code ISU or MSI. Using the organization and shop code furnished by Maintenance point of contact, Inspection personnel then process a C activity code ISU and MSI for assets accounted for on MRSP, MSKM, WRM, or supply point detail records.

NOTE: The WRE may manage their own functional check assets when the option is taken by local management or major commands (see chapter 26).

14.40.4.3. Deliver items. Deliver the items to the appropriate shop where they will be controlled under normal DIFM procedures until returned to Supply. If these items need repair while in the shop, charge the required bits and pieces to the repairing shop.

14.40.5. Processing Items of Questionable Serviceability. Once Inspection personnel have identified items of questionable serviceability as a result of storage or mishandling, they process them to Maintenance point of contact.

14.40.6. Updating the Functional Checks Listing. As required, but at least semiannually, Inspection asks Computer Operations to run program NGV401 with the functional check listing option. Computer Operations forwards a copy of the output to both the Maintenance point of contact and Inspection. Upon receipt of the listing, Inspection personnel do the following:

14.40.6.1. Check this listing against the previous listing and with letters submitted by Maintenance point of contact when the reasons for differences are not known.

14.40.6.2. Research thoroughly items added to or deleted from the previous listing.

14.40.6.3. Ask Maintenance point of contact to verify the additions or deletions that are in doubt if no requests from Maintenance point of contact are on file.

14.40.6.4. Update the present listing manually or request a new listing when receiving requests for adding or deleting items for function checks. Whether to manually update the listing or request a new one depends upon the number of changes required.

14.40.6.5. Keep all listings, letters, etc., submitted by Maintenance point of contact on file in Inspection until the superseded or items no longer require functional checks.

14.40.6.6. Give a copy of the Functional Check Listing to Receiving for use during post-post operations.

14.40.7. Items Requiring In-Stock Functional Check. At the option of a MAJCOM, DD Form 1576 or 1576-1 may be used for items that require in-stock functional checks; otherwise, annotations will be made on either the DD Form 1574 or 1574-1 to indicate that in-stock functional checks are required.

14.41. Health Hazard Commodities - Radiological, Biological, Toxicological Agents And Equipment.). Note: Procedures identified in paragraphs 14.41 and 14.42 apply only if the Hazardous Material Management Program identified in AFI 32-7086 has not been established.

14.41.1. Precautionary Measures. It is not possible to list all hazardous items that maybe received into the Supply complex. Therefore, to adequately protect life and property, inspectors must be alert to potentially hazardous materiel received, stored, or issued.

14.41.2. References Listing Hazardous Commodities. Federal Standard 313 contains a list of federal supply classes likely to contain hazardous items. AFJMAN 23-209 provides guidance in the control, storage, and handling of hazardous commodities. Items listed in these publications must be reviewed by the base BES to determine the specific health hazard. Inspection will see that potential health hazard items are assigned an IEX 8, 9, or M or a HHF.

NOTE: Federal Standard 313 may be ordered from the Standardization Documents Order Desk, Building 4D, Philadelphia, PA 1911-9094, DSN 442-2667/2179.

14.41.3. Identification and Rating of Hazardous Items. When suspected hazardous commodities are received into the Supply account and have not been reviewed by the BES, Inspection will notify BES and Base Safety Office via letter, telephone, or fax machine as determine locally. A complete list of chemical contents and nomenclature must be provided.

14.41.3.1. IEX 8, 9, or M. An item will be assigned an IEX 9 if the BES determines that the item is a serious health hazard and requires issue control. An IEX M will be assigned if the BES determines the item contains an ODC. An IEX 8 will be assigned if the BES determines that IEX 9 or M does not apply, but the item presents enough of a hazard to require tracking (see chapter 11, attachment 11A-9, for assigning issue exception codes).

14.41.3.1.1. When an IEX 9 is loaded to serious health hazard items, an F228 management notice will be produced followed by an automatic inquiry (AIQ).

14.41.3.1.2. The AIQ will provide a list of all due-outs based on input NSN and ISG data as required. Review due-outs listed to determine if items are authorized by the BES and required by the requester. If items are no longer required or the BES refuses the requester the use of the items listed, the appropriate monitor will cancel the due-outs.

14.41.3.2. HHF. A HHF will be assigned to the item record if the BES determines that IEX 8, 9, or M does not apply at a specific installation.

14.41.3.2.1. Rationale for HHF. Not every item listed in all categories will necessarily be considered a health hazard. The degree and type of controls on individual health hazard items may vary from base to base. The health hazard flag eliminates repetitive review of the same item and ensures all items in the categories identified in the referenced publication have been screened, identified, and controlled.

14.41.3.2.2. No printed flag on output document. When the health hazard flag is assigned, there will be no printed flag on the output document because the flag implies the item does not require surveillance. (See chapter 19, attachment 19A-10 for assigning HHF.)

14.41.3.3. Radioactive item control. Inspection will coordinate with the BES to ensure radioactive items are assigned an IEX 8, 9, or health hazard flag. Federal Standard 313, Table 2, contains a list of stock classes in which certain items may contain radioactive materiel. Exception coding (REX, EEX, and SEX) may be necessary because of the potential hazard of radiation exposure. Inspection will coordinate with the BES any changes or additions of exception data assigned to radioactive materiel.

14.41.3.4. ODCs. When an IEX M is loaded to ozone depleting chemical items, all requisitions must be accompanied by an approved Air Force waiver.

14.41.4. Identification of new Item Record Loads:

14.41.4.1. Inspection will use Federal Standard 313 to identify item records that have not been assigned an IEX 8, 9, or M, or HHF. The standard contains federal supply classes and groups that may contain hazardous/radioactive materiel. To identify these items, at the end of each month run a utility program to produce a listing after the monthly stock list change. This utility program must contain all stock classes from Table I and all stock groups listed in Table II. (Users must ensure they are using the most current version of Federal Standard 313.) The list may be very

large initially because of the change in April 96 to Federal Supply Groups in Table II. After the first review, however, the monthly list should be much more manageable since it will contain only those items loaded since the previous review. The listing must be furnished to the BES and suspensed to ensure the BES assigns either an IEX or HHF to each item.

NOTE: Another product that exists to help identify new item record loads is the D04, Daily Document Register. Inspection or Hazardous Material Pharmacy personnel should be reviewing the D04 to ensure potentially hazardous materials are identified and only authorized customers are receiving them.

14.41.4.2. Upon return of the list from BES and loading of IEX, list of all local purchase IEX M items must be furnished to the Base Contracting Office with the following endorsement: "All local purchase items requested by this activity are certified as not containing ODCs, except those identified by the Bioenvironmental Services on the attached list. Local purchase requests for ODCs will not be submitted to Base Contracting unless accompanied by an approved waiver:"

14.41.5. Health Hazard Listing. Process a health hazard listing at least semiannually using a utility program. Select all item records in those FSCs listed in Tables 1 and 2 of Federal Standard 313 with an IEX 8, 9 or M, or HHF assigned to them. This listing may be produced in warehouse location and/or stock number sequence. Use this listing to review storage facilities and materiel handling procedures to ensure compliance with the provisions of AFJMAN 23-209, Federal Standard 313, and AFI 40-201.

14.41.6. IEX 8, 9, or M Assigned to Other Items. The BES may advise Supply Inspection to assign IEX 8, 9, or M to items that require surveillance or waiver and are not specifically mentioned above.

14.42. Procedures for Using A Health Hazard Approval Listing (HHAL).

14.42.1. COS Option. With the concurrence and assistance of the base BES the COS (Inspection) may develop a computer file of preapproved organizations and shops authorized to use specific health hazard items (IEX 9) by stock number. From this file, a health hazard approval listing is produced which identifies those shops authorized to be issued IEX 9 items and is used for the BES semiannual review and approval. After it is approved by the BES, the HHAL will be the COS's authority to issue IEX 9 items without obtaining the BES certification for individual transactions. When this option is used, the ENC must be changed to R for IEX 9.

14.42.2. Required Information. The file and listing will contain the stock number, organization and shop codes of approved activities, date of approval, and any exception information deemed necessary by the BES.

NOTE: Past users of IEX 9 items can be determined by reviewing the transaction history for each stock number assigned IEX 9.

14.42.3. Item Preapproved For Issue. After receiving a 289 reject notice for an IEX 9 item, DP or the CCIP will verify approval to issue the item by screening the HHAL. If the organization and shop code are listed, re-enter the transaction with an IEX 9.

14.42.4. Item Not Preapproved For Issue. If the organization and shop code are not listed on the HHAL, but DP or the CCIP has received approval from the BES to issue the item, they will forward a copy of the 289 reject notice which is annotated with the new organization and shop code to Inspection. Inspection must then do the following:

14.42.4.1. Enter the new organization and shop code in the HHAL.

14.42.4.2. Annotate the Inspection copy of the HHAL with the new organization and shop code, and send updates to all sections that use the HHAL.

14.42.5. HHAL Run Frequency. The HHAL will be produced semi-annually from the HHAL file by Inspection for review and approval by the BES. It may be printed more frequently if judged necessary. If the BES decides more frequent printings are required, supplement this paragraph to indicate the agreed upon frequency.

14.42.6. HHAL Distribution. After the BES reviews and approves the HHAL, Inspection gives a copy to DP, each CCIP, Storage and Issue, and Receiving and retains a copy in Inspection. The BES also needs a copy. Keep the approved HHAL until it is replaced.

14.42.7. HHAL Additions/Deletions. Additions and deletions to the HHAL are made only when approved by the BES.

14.43. Critical (Condemned Waived) Assets.

14.43.1. Identification. See volume 1, part 1, chapter 10, for criteria and procedures for identifying and processing critical (condemned waived) assets.

14.43.2. Critical Item List. The critical item list is produced according to chapter 24, section 24D. At the Chief of Supply's option, the processing of critical (condemned waived) assets will be done by the Inspection Element or the Repair Cycle Support Element (RCSE).

14.43.2.1. Unserviceable condemned items. Enter action taken code 9 in position 62 or TRM in positions 48-50 of the TIN input to identify unserviceable condemned items. When applicable, enter disposal authority code G (item subject to directed condemnation when specifically authorized in the AF technical order) or disposal authority code H (cost of repair exceeds replacement cost and the condition is condemned) in position 7. When you use code G or H, the item will be considered TOTALLY CONDEMNED and the property will be processed to DRMO regardless of cost category, item record coded critical, or any other restraint. If you leave position 7 blank, the disposal authority will be assigned under program control.

14.43.2.2. Unserviceable condemned items not totally beyond repair and unserviceable reparable items. When you turn these in, leave position 7 blank. If the turn-in is for a repair cycle item, internal edits will determine if the item can be shipped automatically. If it cannot be shipped automatically or if the turn-in is for an item that is not a repair cycle item, management notice I102 (Stock Awaiting Disposition) will be generated. The computer will then output either management notice I016 (Condemned Waived Initiate Repair or Disposition) or I035 (Depot Level Repair (XD) Item Not Shipped) to Stock Control for processing according to chapter 7.

14.44. Responsibility for Performing Demilitarization.

14.44.1. Responsibility for Demilitarization. The DLA is responsible for ensuring the effective demilitarization of all items on the munitions list requiring demilitarization, except for AEDA materiel (demilitarization code G) generated by the military services. The DRMO is responsible for determining the most economical means of demilitarization and making sure they are used. When demilitarization is not within DRMO capabilities, its options are as follows:

14.44.1.1. Demilitarization by contractor, as a condition of sale.

14.44.1.2. Demilitarization by the generating or designated military service.

14.44.1.3. Demilitarization by contractor under a service contract.

14.44.2. Demilitarization by a Military Service. When, for reasons of security and economy, demilitarization by a sales contractor is not desirable, it will be performed on a locally reimbursable basis by either a military service or a service contractor, whichever costs less. Demilitarization is performed on U.S. Government installations whenever possible. However, the DRMS has the authority to approve contracts for demilitarization off U.S. Government installations when there are appropriate levels of security and surveillance.

NOTE: The authority to obligate funds and approve reimbursing the military for demilitarizing property must be done at the DLA regional headquarters level or higher.

14.44.3. AF Claims for Reimbursement. Air Force bases submit claims for reimbursement of work requested by the DRMO to the local DRMO. These claims are submitted as part of the reimbursable costs to be paid by the DRMO with the other costs specified in the local interservice support agreement.

14.45. Assignment of Demilitarization Codes.

14.45.1. Assigning DEMIL Code X for Disposal Documents. Inspection assigns a DEMIL code on all disposal documents if DEMIL code X is printed in position 65 of the DD Form 1348-1A as required by the criteria established in the United States MLI, DOD Manual 4160.21-M-1. If necessary, Inspection personnel may obtain assistance from the servicing DRMO, who will have determined the method of demilitarization.

14.45.2. Entering the Appropriate DEMIL Code. The inspector draws a line through the code X portion of block C and enters the appropriate DEMIL code.

14.45.3. Correcting Demilitarization Codes. When Inspection personnel detect incorrect demilitarization codes, they forward documents showing the changed demilitarization requirement to Records Maintenance, who will resolve the coding conflict.

14.46. Processing Shipments to DRMO with Demilitarization Code F.

14.46.1. Obtaining Instructions for Demilitarization. For items requiring DEMIL code F, Inspection is responsible for initiating correspondence to obtain demilitarization instructions from the IM/ICP. The IM/ICP can be located in volume 1, part 2, chapter 2, attachment 2A-1.

14.46.2. Segregating/Marking Items for Shipment. Inspection personnel ask Storage and Issue to segregate and/or mark property destined for shipment pending response from the IM/ICP.

14.47. Processing Shipments to DRMO with Demilitarization Code G.

14.47.1. Processing Items Requiring Transfer. Inspection is responsible for monitoring the demilitarization, the subsequent transfer, and the related documentation on items which require DEMIL code G before they can be transferred.

14.47.2. Establishing Points of Contact. Inspection personnel ask the following activities to establish a point of contact for carrying out demilitarization:

14.47.2.1. Munitions Maintenance, for ammunition and explosives.

14.47.2.2. HAZMAT Pharmacy/BES or Civil Engineer, for radiological, biological, and toxicological materiel.

14.47.2.3. Maintenance, for all other items.

14.47.3. Arranging for Demilitarization. Upon receipt of a shipping document, the inspector contacts the applicable function and arranges for the required demilitarization.

NOTE: DOD 4160.21-M, Defense Demilitarization Manual, establishes the criteria for determining the most appropriate means of demilitarization.

14.47.4. Certifying the Shipping Document. The inspector stamps or types the following certificate on the shipping document before the property is moved to the activity doing:

NOTES:

1. The following information applies:
   a. I CERTIFY THAT DEMILITARIZATION HAS BEEN ACCOMPLISHED AS PRESCRIBED IN
   CHAP,_____PARA.____ THERE IS/IS NO RESIDUAL MATERIEL OF SALABLE QUALITY.
   RESIDUAL MATERIEL IS/IS NOT DOWNGRADED TO SCRAP/WASTE/ DESTROYED.
   SIGNATURE:_____
   ORGANIZATION:
   BASE:_____.

14.47.5. Creating the Suspense File. The function carrying out the demilitarization accepts temporary accountability for the property by signing and returning copy 8 of the shipping document to Inspection. Inspection personnel hold this copy in suspense until the demilitarized property and/or related documentation have been returned. They then destroy copy 8.

14.47.6. Completing the Certification. The activity demilitarizing the item completes the certification as follows:

14.47.6.1. If, after demilitarization, the property retains its original identity (only key points have been demilitarized), the certifying agent specifies 1) that the item has been demilitarized, 2) that there is residual materiel, and 3) that such materiel has not been downgraded to scrap. The certifying agent then returns the residual property and related documentation to Supply, who then ships it to the DRMO.

14.47.6.2. If, after demilitarization, the property does not retain its original identity (it has been crushed or destroyed), the certifying agent specifies 1) that the item has been demilitarized, 2) that there is or is not residual materiel of salable quality, and 3) that such materiel has been downgraded to scrap or waste.

14.47.6.2.1. If the residual materiel is of salable quality, the certifying agent circles the stock number in print positions 8-22 of the DD Form 1348-1A, enters the word SCRAP, and returns the residual materiel and related documentation to Supply for later shipment to the DRMO.

14.47.6.2.2. If the residual materiel is not of salable quality, the agent circles the stock number in print positions 8-22 of the DD Form 1348-1A, enters the word WASTE, and returns ONLY the documentation to Supply.

14.47.6.3. If, after demilitarization, there is no residual materiel (as in explosives), the agent certifies 1) that the item has been demilitarized, 2) that there is no residual materiel of salable quality,

and 3) that the residual materiel has been downgraded or destroyed. The agent then circles the stock number in print positions 8-22 of the DD Form 1348-1A, enters the word DESTROYED, and returns the documentation to Supply.

14.47.7. Processing Shipping Documents. Inspection personnel forward shipping documents containing a demilitarization certificate and the word WASTE or DESTROYED in print positions 8-22 to Document Control.

NOTE: No DRMO signature is required. Inspection personnel process shipping documents containing a demilitarization certificate and the word SCRAP in print positions 8-22 for delivery to the DRMO.

14.48. Transfers to DRMO.

14.48.1. Using Transportation Channels. Inspection personnel verify the condition and documentation of the shipment, then sign and/or stamp and date block 27 of the A5J. Inspection personnel will also make arrangements for the delivery of the materiel and DD Form 1348-1A to the Packing and Crating Section, Transportation Division, within the time frames established in chapter 15, section 15A.

NOTE: The DRMO accepts only property bearing condition codes A through H. If the documentation shows an item bearing another code, Inspection personnel change it to a code that is acceptable to DRMO.

14.48.2. Using Base Supply Channels.

14.48.2.1. Items with DEMIL codes F, G, or X. If position 65 of TRIC A5J DD Form 1348-1A contains a demilitarization code of F, G, or X, Inspection personnel process the item.

14.48.2.2. Hazardous property entered on TRIC A5J DD Form 1348-1A. Inspection personnel retrieve the machine printed (A5J) and manually enter the following information in blocks 26-27 of the TRIC A5J DD Form 1348-1A (Transfer to DRMO) (see chapter 15, attachment 15G-1). A DD Form 1348-6 may be used if available, or the description may be provided to DRMO using a method agreed upon by the supported DRMO and Base Supply.

14.48.2.2.1. Provide chemical names. If hazardous property is for non-stock-listed (L/P) numbers, Inspection personnel provide chemical names of hazardous contaminants, and noun names of non-hazardous contaminants.

14.48.2.2.2. Provide amount of contaminants. Inspection personnel also state the amount of hazardous and non-hazardous contaminants as determined by user's knowledge or testing of the item. This amount is expressed in a range of content by percentage or parts per million, as applicable.

14.48.2.3. Certificate for hazardous property. DOD 4160.21-M, Defense Disposal Manual, chapter 6, requires special processing for hazardous materiel being turned in to DRMO. Whenever hazardous materiel packed in containers marked HAZARDOUS is turned in for disposal, the reporting activity will provide DRMO a certificate (in triplicate) stating the condition and reliability of the container. Because Base Supply personnel do not have the expertise to accurately certify the reliability of containers, they take the following steps to obtain this certificate from the TMO:

14.48.2.3.1. Property segregated. Storage and Issue personnel will segregate hazardous materiel requiring certification from other property being taken to DRMO.

14.48.2.3.2. Inspection time arranged. Inspection personnel will contact the Transportation Office to arrange a mutually agreeable inspection time.

14.48.2.3.3. Property made available for certification and inspection. Storage and Issue personnel will make the property available for TMO's inspection and certification. Upon conclusion of their inspection, TMO personnel complete a DD Form 1387-2 and attach it to the container.

14.48.2.4. Verification. Inspection personnel verify the identity, quantity, and condition of the materiel. They then sign or stamp and date block 27of the DD Form 1348-1A. Forward the property and related documentation to Delivery for processing to the DRMO.

14.48.3. Non-NSN Items. All transfers to DRMO for non-NSN items will have a description of the material attached to or annotated on the disposal document. A DD Form 1348-6 may be used if available, or the description may be provided to DRMO using a method agreed upon by the supported DRMO and Base Supply. Scrap materiel or materiel which is batch lotted for disposal are excluded from the description requirement.

14.48.4. Hazardous Property. For the requirements for identifying hazardous property, see chapter 15, attachment 15F-1.

14.48.5. Industrial Plant Equipment. Upon receipt of the DD Form 1342 from Stock Control, the inspector completes blocks 8, 14, 16, 17, and 54, (see chapter 15) and then returns the form to Stock Control.

14.48.6. Flight Safety Critical Aircraft Parts (FSCAP): A Flight Safety Critical Aircraft Part is defined in DoD 4140.1-R, DoD Materiel Management Regulation, as any aircraft part, assembly, or installation containing a critical characteristic whose failure, malfunction, or absence could cause a catastrophic failure resulting in loss or serious damage to the aircraft or an uncommanded engine shutdown resulting in an unsafe condition. FSCAP items may be reparables or consumables, however the Air Force will only track serialized reparable items. Historical maintenance data must accompany reparable FSCAP items when possible for all shipments and transfers to DRMO. FCSAP items are coded with a Criticality Code of “E” or “F” in FEDLOG. The phrase “AFTO Form 95 Required” will be printed on all shipments and transfers to DRMO that require historical maintenance data. FSCAP items will not be identified separately on supply documentation from other items requiring an AFTO Form 95.

14.48.7. When an item is received with the phrase “AFTO Form 95 Required” the supply inspector must check FEDLOG to determine if the item is coded as FSCAP. The supply inspector should contact maintenance when this phrase is printed on serialized, reparable items and no maintenance documentation is present. If the item is coded as FSCAP and no maintenance documentation is available, it may be shipped to another base or depot, but must be mutilated prior to transfer to DRMO. DRMO will automatically mutilate FSCAP items not accompanied by an AFTO Form 95 or other historical record of maintenance actions.

14.49. Transfer of Low Dollar Value Property to DRMO. Low Dollar Value Property. If a shipment meets the criteria (see chapter 15, section 15H) for transfer as low dollar value property, Inspection downgrades the property to scrap (as described in chapter 15).

14.50. Disposing of Cryptologic Materiel.

14.50.1. Securing Cryptologic Materiel. Under NO circumstances will cryptologic materiel be abandoned or screened by any foreign government or the general public, unless expressly authorized by DOD/USAF.

14.50.2. Cryptological Spare Parts and Equipment. Stock Control personnel report both serviceable and unserviceable (reparable) local excesses of cryptological spare parts and equipment with MMC CA, CI, CK, CL, CO, CR, CS, or CY and FSC 5810 and 5811 to the AFCD for redistribution as outlined in chapter 19, section 19F.

14.50.3. Demilitarization of cryptologic items. When authorized to transfer materiel to DRMO, Inspection personnel will not transfer unclassified excess cryptologic items carrying MMC CA, CI, CK, CL, CO, CR, CS, or CY and FSC 5810 or 5811 until the materiel has been demilitarized, if required, and all nameplates and markings that could identify the item's former classification have been removed. Inspection personnel destroy nameplates and other removable identifying marks through burning, smelting, or mutilation. Identifying marks that have been etched or painted onto the item must be obliterated by filing or scraping, as appropriate. Upon request, the AFCD will help Inspection personnel demilitarize items. In preparing the documentation for transferring such materiel, Inspection personnel follow the instructions provided in chapter 15, section 15F.

Section 14C—PICKUP AND DELIVERY PROCEDURES.

14.51. Overview.

14.51.1. Section Summary. This section describes Pickup and Delivery's role in delivering materiel to and from storage. Subjects under discussion include classified, unclassified, and equipment properties, as well as organizational refusals and items under warranty and being inventoried.

14.51.2. Assignment of Vehicles to Pickup and Delivery. The number and type of vehicles the Vehicle Control Office assigns to the Chief of Supply depend upon the number of activities Supply services, the number of deliveries it makes daily, the frequency and priority of its deliveries, and the various locations of the supported activities. The Vehicle Control Office bases its assignment of vehicles to Supply upon standardized times required to make deliveries at each level of priority. The Vehicle Control Office provides Supply with enough vehicles to provide the required support to maintenance activities during other than normal duty hours.

14.52. Vehicle Use. The Vehicle Control Office must assign enough vehicles for Supply to finish its average workload within the specified time. However, the Vehicle Control Office should establish controls that are flexible enough to allow for the temporary dispatch of additional vehicles from the base motor pool so that Supply can fulfill its responsibilities during periods of abnormally high workloads. The controls should also allow Vehicle Control to dispatch vehicles permanently assigned to Supply to other activities for lower priority delivery runs during Supply's slow periods.

14.53. Deliveries.

14.53.1. Safety Factors. Drivers must complete deliveries as quickly as possible, but they must observe local speed limits and ground safety rules.

14.53.2. Protection of Property. Pickup and Delivery personnel must make sure that assets are properly protected while they are in transit. Specifically, they must do the following:

14.53.2.1. Secure the assets to prevent excessive movement.

14.53.2.2. Use rubber padding to cushion against shock when assets are not properly packaged for movement.

14.53.2.3. Cover the assets during bad weather.

14.53.3. Delivery of Large, Bulky, or Heavy Items. Pickup and Delivery will coordinate delivery of large, bulky, or heavy items before delivery. Supply customers are responsible for making arrangements to move property from the delivery drop-off point to their use point. Delivery will assist the customer with offloading and forklift operation for this type of materiel; however, drivers ARE NOT responsible for unpacking or uncrating property they deliver (such as, desks, chairs, credenzas, etc.)

14.53.4. Delays in Delivery. Drivers must immediately report to the Pickup and Delivery supervisor all unnecessary delays caused by the absence of receiving personnel, incorrect addresses, and the commandeering of vehicles for other than Supply use.

14.54. Special Handling Equipment. The Materiel Storage and Distribution Officer and the Vehicle Management Officer must work together to ensure Supply personnel have a readily available pool of special handling equipment, such as forklifts, tractor trailers, and cranes to use to deliver large items.

14.55. Signatures and Authorization to Receipt for Property.

14.55.1. Classified Property. Before dispatching a classified item, Pickup and Delivery personnel must contact the individual authorized to receive classified property for that particular organization/shop code and verify that he will personally sign for the property. Under SATS processing the individual's SATS smart card will be coded with their privileges; i.e., security classification, authorized to sign for classified, org/shop, equipment custodianship. The process for releasing classified property requires the driver to do the following:

14.55.1.1. Verify the person's identity by checking the individual's ID against the classified receipt listing.

NOTE: The Classified Receipt Listing (see chapter 18) must be available at the delivery destination so that the Pickup and Delivery driver can readily identify the individual authorized to sign for classified property.

14.55.1.2. Have the authorized person sign the DD Form 1348-1A.

14.55.1.3. Release the property.

14.55.1.4. Return the signed documents to Pickup and Delivery for distribution to the appropriate flight or section. Under SATS processing, the1SI (electronic confirmation) will replace documents.

14.55.2. Unclassified Property. Upon delivery of unclassified property to the designated delivery point, Pickup and Delivery personnel must obtain the required signatures (as specified in chapter 18).

NOTE: In NO instance may the vehicle driver leave the ISU/DOR/MSI documents, whether signed or not, at the receiving organization. The vehicle driver must return the signed documents to the section for distribution to the appropriate flight or section.

14.55.3. EAID Equipment. Before dispatching EAID equipment items, Pickup and Delivery personnel ask the custodian or his alternate for the particular organization/shop code and verify that the custodian will be available to personally sign for the property. The vehicle driver may release equipment items only to the approved custodian or alternate.

NOTE: Authorized personnel are indicated on the listing furnished to Pickup and Delivery (see chapter 22 for details). Equipment Management must inform Pickup and Delivery of any changes of approved custodians so that Pickup and Delivery's listing is always current. The process for releasing EAID equipment property requires the driver to do the following:

14.55.3.1. Verify the custodian's identity by checking his DD Form 2AF, military ID, or appropriate civilian identification card.

14.55.3.2. Have the custodian sign the DD Form 1348-1A. In the absence of custodians, organization commanders are authorized to sign for the receipt of EAID equipment items

14.55.3.3. Release the property.

14.55.3.4. Return the signed documents to Pickup and Delivery for distribution as appropriate.

14.56. Warranty/Guaranty Item Control.

14.56.1. Issue/Turn-in Documents. Pickup and Delivery personnel annotate issue/turn-in documents with the model, serial number (if applicable), manufacturer's name, and any other data required locally. If warranty markings are attached to the property, the previous annotations are not required.

14.56.2. Warranty Papers. Pickup and Delivery personnel ask Inspection personnel to make sure that a copy of the warranty/ guaranty is either forwarded to the appropriate agency or delivered with the property and the annotated issue document(s) (see chapter 10).

NOTE: Pickup and Delivery personnel must make certain that a currently valid warranty/guaranty for an item turned-in and in excess of base requirements is kept with the item. When the item is disposed of, the warranty/guaranty should be forwarded with the item to the next using activity.

14.56.3. Order of Issue. Issue warranty/guaranty items before issuing like items not under warranty/ guaranty.

14.57. Organization Refusals.

14.57.1. Pickup and Delivery personnel process organization refusals as follows:

14.57.1.1. Annotating the Documents. The vehicle driver makes sure that the person refusing the property (the custodian or his alternate for equipment items) annotates all copies of the ISU/DOR document with the phrase ORGANIZATION REFUSAL, gives a brief explanation for refusing the property, and signs the document.

14.57.1.2. Returning Items/Document to Supply. Upon returning to Supply, the vehicle driver delivers the property and ISU/DOR document to Inspection for further processing.

14.58. Property Under Inventory. After delivery of post-post issues annotated ITEM UNDER INVENTORY, Pickup and Delivery personnel forward the issue document to Document Control.

14.59. Pickup of Serviceable and Unserviceable XB3 Materiel for Turn-In or Transfer to DRMO.

The Materiel Storage and Distribution Flight may designate a section or elements within the flight to establish and keep a list of locations and a schedule for picking up serviceable XB3 items from organizational collection and pickup points. If a section or an element is not designated, Pickup and Delivery assumes the responsibility. Serviceable items are delivered to Receiving for turn-in processing. Additional procedures are outlined in chapter 13, section 13C. When directed by the deputy commander for

Resources, Pickup and Delivery personnel also pick up unserviceable/scrap XB3 items ready for transfer to disposal, as described in chapter 15, section 15G.

14.60. Changes to Transfers to DRMO Documents. If the servicing DRMO changes the demilitarization code on a DD Form 1348-1A, Pickup and Delivery personnel make sure that the person changing the code signs the altered form. They then return the altered form to Inspection.

Section 14D—WAREHOUSE LOCATION VALIDATION.

14.61. Overview.

14.61.1. Section Summary. This section discusses the warehouse validation process. Subjects under discussion include the scheduling of warehouse validations, the preparation and processing of warehouse location change/validation inputs, and the preparation and processing of required listings.

14.61.2. Purposes of the Warehouse Location Validation. Control of the inventory depends upon the accurate storage and control of assets. The purposes of the warehouse location validation are 1) to verify that the asset is in fact stored in the warehouse location stated on the item record, 2) to make sure that all item records indicating a serviceable balance are assigned a warehouse location, and 3) to identify those records having duplicated warehouse locations.

14.61.3. Order of Warehouse Location Validations. The validation program is scheduled and performed by the location of items in the warehouse (warehouse location sequence), although additional validation selections are provided to fulfill the requirements of local management.

NOTE: These additional selections do not satisfy the normal requirements for validation (see chapter 6, attachment 6B-36 for additional selections). The validation process also includes satellites and, when authorized, type stock record account code K.

14.61.3.1. The warehouse location validation for satellite accounts is scheduled and conducted by the Storage and Issue personnel responsible for their respective accounts.

14.61.3.2. The warehouse location validation for type stock record account code K, when authorized, is scheduled and conducted as directed by the accountable officer.

14.61.4. Use of LOGMARS Equipment. Warehouse location validations may be performed using LOGMARS equipment. The portable HHT and attached BCRDR allow validation team members a rapid method of transferring in-warehouse data to the host 1100/60 computer. Bar-coded information on the warehouse location bin labels are read and stored in the HHT's memory unit.

14.62. Scheduling of the Warehouse Location Validation.

14.62.1. Warehouse Location Validation Schedule. Storage personnel are required to prepare a warehouse location validation schedule for each fiscal year to make sure all assigned locations are validated at least once a year.

14.62.2. Coordination of Activities. In preparing their schedules, Chiefs of Supply must consider the necessary coordination of effort by Inventory and Storage and Issue, as well as their workloads. The Storage activity should complete scheduled validations within 10 workdays of the start of a cycle or sample inventory.

14.62.3. Copies of the Location Validation Schedule. The NCOIC of Storage and Issue will provide copies of the location validation schedule to the appropriate stock rooms, Inventory, and any other section/element as required locally.

14.62.4. Retention of the Schedule. All recipients of the location validation schedule retain it until it is replaced by either a revised or a new schedule.

NOTE: The warehouse location validation schedule will be accomplished annually unless the Chief of Supply has directed otherwise.

14.63. Warehouse Location - Validation Input Preparation.

14.63.1. Preparing the Warehouse Location Parameter. Storage and Issue, or the appropriate section/element for type account code K, prepares the warehouse validation parameter on an AF Form 1530, Punch Card Transcript, and then forwards it to Computer Operations for processing one day before the start of the validation.

14.63.2. Printing FCS Images on the FSC Validation File Listing. The program writes FCS images to a location-validation database and prints the FSC images on the FCS Validation File Listing in warehouse location sequence.

14.64. Warehouse Location Validation Processing.

14.64.1. Using Program GVIRLB on HHT. The collection of data through HHTs is controlled by a program loaded into a specified area of the HHT's memory. There are several types of these program, each written for a particular application (for example, warehouse validation) in IRL.

14.64.2. Performing Validation. To start the program, the operator enters the TRIC FCS at the first program prompt on the display screen. (See **Attachment 14D-1** to operate the hand-held terminal and bar-coded reader.)

14.64.2.1. Storage and Issue personnel first compare the stock number displayed on the bin label with the stock number on the property tag of the item in the bin. Materiel in a location must be identified/tagged according to volume 1, part 1, chapter 4.

14.64.2.2. Warehouse personnel, using the BCRDR, then read the stock number and warehouse location on the bar-coded reader.

14.64.2.2.1. The program compares the stock number and warehouse location on the bar-coded label to the FSC images built by the R36.

14.64.2.2.2. Replace bin labels that cannot be read by the BCRDR by answering the HHT prompt (see **Attachment 14D-1**).

14.65. Processing Warehouse Location Validation Discrepancies.

14.65.1. Finding Discrepancies in Stock. When the stock number on the property does not match that on the bin label, Storage personnel will take the following corrective action:

14.65.1.1. Process the warehouse location change (FCS) or move the property to the correct location. Determine the correct location by doing the following:

14.65.1.1.1. Research the SNUD.

14.65.1.1.2. Review the warehouse location change suspense file.

14.65.1.1.3. Research the Daily Document Register.

14.65.1.1.4. Process inquiries.

14.65.1.1.4.1. If the inquiry rejects because the item record is not loaded, follow the procedures in **Section 14A**.

14.65.1.1.4.2. If the inquiry indicates a zero (0) balance, prepare a request for special inventory. Enter the location of the property on the request.

14.65.1.2. When there is stock in the bin for which no warehouse location has been assigned, Storage and Issue personnel first check the warehouse location change suspense file and the Serviceable Balance - No Location Listing to see if a location is being loaded.

14.65.1.2.1. If a location is being loaded, prepare a slip to indicate that the bin has been validated.

14.65.1.2.2. If the locator file indicates another location, move the stock to the proper location.

14.65.1.2.3. If you cannot resolve the problem using either of the methods above, then provide a request for special inventory, and place a copy of the request in the bin.

14.65.2. Using the Warehouse Validation Analysis Report. The FCS-match process compares the data collected by the HHT with the corresponding R36 generated FCS images suspended in the location-validation host disk file.

14.65.2.1. When the stock number and warehouse location read by the BCRDR match the suspended FCS images, the data record will be deleted. If an error is detected during the validation (for example, a stock number mismatch or a duplicate warehouse location), program control will assign the appropriate warehouse validation error flag/notice to the FCS image file. (See chapter 3 for definitions.)

14.65.2.2. Once all locations within the validation parameter have been read, a Warehouse Validation Analysis Report will be produced from the error flag/notices created during the validation. Use this report to accomplish the FCS review process and as a management tool to identify problem areas.

14.65.3. Acting on Dead Warehouse Locations. Dead warehouse locations are identified on the Warehouse Validation Analysis Report with an asterisk (*) when the following conditions exist:

14.65.3.1. The item record has a zero (0) serviceable balance, zero (0) demand level, and DOLT is equal to or greater than 30 days.

NOTE: Program control will not select dead locations with the above conditions when the following detail records are linked to the item record: due-in detail, due-in from maintenance detail, DIFM unserviceable detail, supply point detail, WRM/IRSP spares detail, and WRM/WCDO spares detail.

14.65.3.2. If the location is empty, Storage and Issue personnel may delete the location by using the 1WL/2WL screens or by processing a warehouse location change (FCS). Remove the bin label from the location after the location has been deleted.

14.65.3.3. If any stock remains in the bin, process a special inventory and forward it to Inventory.

14.65.4. Conducting the FCS Review. The FCS review process takes place only during on-line processing and uses 1WL/426 and 2WL/427 screens to display unmatched FCS images one at a time. Storage personnel can tab to and change data as needed.

NOTE: The program requests a review process code with each FCS image/2WL screen so that the operator can tell program NGV408 what to do with each FCS image.

14.65.4.1. If the operator enters a P, the program passes the FCS image to program NGV405 for on-line processing and deletes it from the location validation file. Process code P must be used when requesting a bin label or deleting a warehouse location.

14.65.4.2. If the operator enters a D, the program deletes the FCS image from the location-validation file.

14.65.4.3. If the operator enters no review process code, the program retains the FCS image in the location validation file for further research.

14.65.5. Terminating the Review Process. Once the operator has changed or entered all data and has completed the processing of an FCS image, the program displays the next FCS image in the location validation file. The program repeats this process until the operator has reviewed all the FCS images in the file. Once the program encounters the end-of-file sentinel, it terminates processing.

14.65.6. Restarting the Review Program. To review FCS images still remaining in the file, restart the program by reentering the 1WL to have FCS images output one at a time in 2WL screen format. The operator can terminate the review any time by entering END in the 2WL screen's Warehouse Location data field.

14.66. Serviceable Balance - No Location Listing. When storage personnel (in the Materiel Storage and Distribution Flight, Materiel Management Flight, or Munitions Management) accomplish the warehouse validation, they may request the Serviceable Balance - No Location Listing. The listing is used to identify items having serviceable balance but no warehouse location and a DOLT greater than 3 days. **NOTE:** The 3-day DOLT edit may be by-passed, if desired, by entering an 11-zone punch in position 68 of the parameter. The program outputs the listing in stock number sequence. (See the format for the listing in chapter 6, attachment 6B-36.)

Section 14E—PROCESSING UNACCOUNTED FOR PROPERTY FOUND ON BASE.

14.67. Overview. AFI 23-111, Management of Government Property in Possession of the Air Force provides that all personnel employed by the U.S. Government at an Air Force installation share the responsibility for managing public property. It requires all property found on that installation and not accounted for be promptly recorded on the appropriate records of accountability.

14.68. Processing Procedures.

14.68.1. Inspection is the focal point for processing all Found On Base (FOB) property. When notified that an item has been found on base, and is not on accountable records, the COS must ensure the following actions are taken.

14.68.2. Equipment Property Accountability (ERRC NF/ND). See chapter 22 for equipment processing procedures when ownership is determined. When ownership cannot be determined, Pickup and Delivery delivers the FOB property to Base Supply for processing.

14.68.2.1. Process a turn-in with a plus (+) in print position 51 to account for the item. Use this document to show transfer of property from custodian to Base Supply.

14.68.2.2. Serialized control assets. COMSEC and Weapons assets must not be turned-in with a TEX + (plus). If a serialized asset is discovered, and cannot be immediately identified to an organization and shop code, Report of Survey procedures must be initiated. When dealing with an overage of a serialized control item, contact the applicable depot with the actual serial number of the asset. They will be able to tell you who the last owner of the asset was, by organization and shop code, and SRAN. Refer to chapter 21 of this manual for applicable depots for COMSEC and weapon assets.

NOTE: Major commands may designate that DIFM (ERRCD XD or XF) items be delivered to Repair Cycle Support instead of Inspection for processing according to these procedures.

14.68.3. Recoverable Items (ERRC XD/XF). FOB property identified by a custodian will be delivered to the Base Supply Inspection or Repair Cycle Support (MAJCOM option) for research and processing. When ownership of FOB property can be determined, return the property to the organization. If the organization no longer requires the item, and it is not on that organization's accountable record, process a turn-in with a plus (+) in print position 51 to account for the item. If ownership cannot be determined, process a special inventory interrogation (1GP) and coordinate actions to perform an inventory adjustment to account for asset.

14.68.4. Expendable Property (ERRC XB3). See the procedures in **CHAPTER 14** for processing expendable property.

14.68.5. Identify and Process the Item. Once the item has been delivered to Inspection, the Supply inspector does the following:

14.68.5.1. Identifies the item.

14.68.5.2. Processes a Special Inventory Interrogation Request (TRIC 1GP) to include all details (as outlined in chapter 20, attachment 20C-2). For FOB property, the inspector enters FOB and the organization/shop code where the FOB originated in positions 36-80. Having processed the 1GP, the inspector may either destroy the AF Form 2005 or retain it as a supporting document. If the item record is not loaded (295 reject), the inspector asks Demand Processing to load it. The inspector then reinputs the 1GP.

14.68.5.3. Enters the temporary storage location in block D of the 1GP notice. If the item is identified as unserviceable, it may be held in Inspection or moved to a temporary hold area as appropriate.

14.68.5.4. Makes sure the item is moved to the appropriate warehouse. If the item is DIFM (ERRCD XD or XF), the inspector asks Pickup and Delivery to move it to the appropriate warehouse location as indicated by the 1GP output notice. If no warehouse location exists, the inspector turns the item over to Storage and Issue for storage in the appropriate warehouse. Storage and Issue personnel annotate the warehouse location in block D of the 1GP notice. Once the item has been stored, Storage and Issue turns the 1GP notice over to Inventory.

14.68.5.5. If the item is equipment (ERRCD ND/NF), use the procedures outlined in paragraph 14.68.2.

14.68.5.6. Processes expendables (ERRCD XB) as described in this chapter.

14.68.6. Conduct a Special Inventory. Inventory conducts a special inventory of all known assets indicated on the item record at all detail locations. Inventory personnel process the special inventory as outlined in chapter 20, section 20C.

14.68.7. Process a Special Inventory for Unserviceable Assets. If Inspection personnel identify the item as unserviceable and cannot find an existing detail record for it, Inventory personnel do the following:

14.68.7.1. Process a special inventory to put the serviceable balance on the item record.

14.68.7.2. Process a condition change request (FCC) to establish a DIFM unserviceable detail record and transfer the assets (see **Attachment 14B-1**).

14.68.8. Complete Normal Inventory Procedures. If Inspection identifies the item as unserviceable and relates it to an existing detail record, personnel complete the processing using normal inventory procedures.

Section 14F—AUTHORIZATION AND USE OF STAMPS.

14.69. Overview. Authorized AF Supply inspectors, receiving clerks or incheckers, and warehouse personnel may use the standard, serially numbered stamps (in lieu of written signatures). The Supply inspectors may use NSN 7520-00-664-5907; other personnel may use stamps of this general description. Local stamps may be obtained with a smaller design that does not exceed 11/16" overall stamp die size. Elimination of the date bands permits a smaller stamp. Stamp must indicate the Air Force base and the assigned stamp number. The letters must be of sufficient size (minimum of 1/16" and a maximum of 3/16") to facilitate the identification of the installation and the Supply inspector, receiving clerk or inchecker, or warehouse person.

14.70. Supply Inspector's Use of Stamps. Stamps may be used by the Supply inspectors to authenticate DD Form 1500 series tags and labels, identification marking on containers, receiving and release documents (except inspection and acceptance at destination receipts), etc. Supply inspector stamps will not be used to indicate acceptance of property received from contractors and vendors. Acceptance of materiel from central procurement and local purchase contracts will be by signature only.

14.71. Receiving Clerk's or Inchecker's Use of Stamps. When authorized by the COS, stamps may be used in lieu of written signature to authenticate receipts, turn-ins, and release documents (except to authenticate the receipt of property at the destination). Acceptance of property from contractors and vendors will be by signature only.

14.72. Storage and Issue Personnel's Use of Stamps. Stamps may be used, when authorized by the COS, in lieu of signature to authenticate all warehouse change documents (such as FCU, FIC, 1SC, etc.), issues, due-out releases (DOR), and shipments. Acceptance of property from contractors and vendors will be by signature only.

14.73. Responsibility and Control.

14.73.1. Each AF installation is responsible for ensuring a standard system is maintained for the control and issue of supply stamps.

14.73.2. Control and Issue. Establish the most economical and effective controls and administrative procedures for managing and issuing supply stamps. Other requirements are:

14.73.2.1. Proper use and safekeeping of stamps is the responsibility of individuals who received the stamps.

14.73.2.2. Stamps will normally be procured through local purchase. Serial numbers assigned will usually begin with one and proceed in numerical order.

14.73.2.3. Unissued stamps will be safeguarded by the chief inspector or section/element chief to prevent unauthorized use, loss, or theft.

14.73.2.4. Lost or stolen stamps will be reported in writing within 24 hours to the chief inspector or section/element chief. If circumstances warrant, the chief inspector or section/element chief will issue new serially numbered stamps to the individuals. Pertinent facts concerning lost, stolen, or worn stamp must include stamp numbers, whether stamps were lost or stolen, circumstances involved, and names of individuals. Make every effort to locate lost or stolen stamps. Stamps bearing the same serial numbers of previously issued stamps will not be issued until a year after the date of loss. Take appropriate disciplinary action in cases of incorrect or dishonest use or unwarranted loss.

14.73.2.5. The lending of stamps is strictly prohibited and is cause for recall of stamps and disciplinary action.

14.73.2.6. When an individual's duties as an inspector, receiving clerk, inchecker, or warehouse person are terminated, ensure that any issued stamps are returned. Stamps not returned must be accounted for as lost. Personnel removed from the certified master stamp record must return stamps within 24 hours. Unsatisfactory performance, negligence, or failure to meet the required standard of certification may be cause for removal.

14.73.2.7. Personnel temporarily assigned to perform inspection duties must be basically qualified prior to issuance of stamps or assumption of duties. When assigned stamps are available, certification by signature to indicate that inspections were performed (excluding contractual materiel acceptance) will be held to a minimum.

14.73.2.8. The chief inspector may authorize personnel outside Inspection to perform some duties that are designated as inspection functions (such as inspect unserviceable and serviceable shipments). The limited authority must be identified in writing by the chief inspector.

14.73.2.9. Certify personnel who are issued supply inspection stamps by submitting evidence to the chief inspector of the concerned activity. The submission must indicate that the individuals are basically qualified or have satisfactorily completed the required training and the level of competency for issue is warranted.

14.73.3. Qualification Requirements. The following minimum, basic requirements are considered essential for individuals to adequately perform the duties and responsibilities of supply inspector.

14.73.3.1. Personnel must be thoroughly qualified in the use of technical orders, stocklists, parts catalogs, blueprints, and specifications to be able to determine the completeness and condition of an item or to estimate the cost of its repair. In addition, an individual must possess the ability to use precision measuring devices (such as calipers, micrometers, and wire gauges) and to conduct product tests (such as quick leak and vacuum/pressure retention tests) to determine the condition of the item or its compliance with contract specifications).

14.73.3.2. Personnel must have a working knowledge of the applicable accounting system used at the activity where the inspection is to be performed. This is necessary to ensure the proper processing condition and identity changes.

14.73.3.3. Individuals who are required to perform inspections of specialized areas (such as fuels and lubricants, lumber, munitions, weapons, small arms, preservation and packing, etc.) must be certified as knowledgeable within the specialized area.

14.73.3.4. Personnel must be familiar with DOD statistical sampling plans in order to economically inspect materiel (anywhere in the supply system) for product and method characteristics.

NOTE: Schedule personnel to attend DOD specialized training centers to the maximum extent possible.

ATTACHMENT 14A-1

DOCUMENT FLOW FOR WAREHOUSE LOCATION LOAD/CHANGE/DELETE

14A1.1. Stockroom.

14A1.1.1. Make sure the materiel is ready to be stored and is in compliance with all appropriate storage directives.

14A1.1.2. Bin the property.

14A1.1.3. Remove the old bin label when required.

14A1.1.4. Prepare the FCS request, and forward it to the warehouse/locator terminal operator for processing.

14A1.2. Warehouse/Locator Terminal Operator.

14A1.2.1. Update the Stock Number Directory (M14).

14A1.2.2. Process the FCS input at any terminal based upon the user-ID/password.

14A1.2.3. Clear any rejects received, and reprocess the inputs.

14A1.2.4. Hold the input copy of the FCS in suspense, and compare it with the FCS portion of the Daily Document Register.

14A1.3. Stockroom.

14A1.3.1. Clear the suspense file (if appropriate) with the new bin label.

14A1.3.2. Put the new bin label on location.

ATTACHMENT 14A-2

WAREHOUSE LOCATION LOAD/CHANGE/DELETE INPUT (FCS)

14A2.1. Purpose. To load, change, or delete the warehouse location record assigned to an item or detail record.

14A2.2. Input Restrictions. May be input at any terminal based upon the user-ID/password.

14A2.3. Output. See Document Flow for Warehouse location load/change/delete (**Attachment 14A-1**).

14A2.4. Input Format and Entry Requirements FCS:/441.

Table 14A2.1. Input Format and Entry Requirements FCS:/441.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Transaction Identification Code	FCS
4-6	3	Blank	
7	1	Force Code	Note 1
8-22	15	Stock Number	
23	1	Blank	
24	1	DLA Storage Flag or Blank	Note 6
25-30	6	Blank	
31-41	11	Warehouse Location	SeeNote 7
42-54	13	Blank	
55-56	2	System Designator	Note 2
57-70	14	Detail Document Number	Note 3
71	1	Bin Label Request Flag	Note 4
72	1	Warehouse Location Delete Flag	Note 5
73-80	8	Blank	

NOTES:

1. Force Code (position 7). The force code can be a blank or F.
   a. When an F is placed in position 7, this allows the bin location to be placed on all details for that document number. (A stock number is not required when using this option.)
   b. A blank in position 7 places the bin location only on the input stock number and document number.
2. The system designator (positions 55-56) may not be blank. Only the item record specified by the input stock number and system designator will be updated. If the input is from a satellite terminal, the input system designator must be compatible with the terminal number in the base constants record.
3. Detail document number (positions 57-70) will be used for all details (for example: RSP, equipment, IRSP, MRSP, and unserviceable type details). A warehouse location code will be assigned for those Deficiency Report exhibit items located in Maintenance.

4. Bin Label Request Flag (position 71). If the input requests a replacement bin label for serviceable assets, enter R. Positions 31-41 must be blank when this option is used. (This option is not available for unserviceable assets.)
5. Warehouse Location Delete Flag (position 72).
   a. If the warehouse location record is to be deleted from the item record, enter an asterisk (*) in position 72. An 032 reject will occur if the item record has the following:
      (1) A serviceable balance.
      (2) A DIFM, due-in, WRM spares, or supply point detail record.
   b. Enter Z in position 72 if the warehouse location record is to be deleted, even though details are related to the item record. The item record serviceable balance MUST BE ZERO. This process is especially valuable for those activities having limited storage locations to assign. Supervisors should ensure that this option is not misused, since the erroneous deletion of locations creates additional work.
   c. Detail warehouse locations can be deleted by using delete code Z and the detail balance is zero. (Unserviceable detail locations are deleted when the detail balance is zero.)
6. DLA storage flag (position 24). If DLA storage flag is to be loaded to the item record enter a "Y" in position 24. An "*" in position 24 will delete the DLA storage flag.
7. Warehouse Location (positions 31-41). When loading or changing the warehouse location record that is assigned to an item record, enter the appropriate data as outlined below. (Alpha characters I and O will not be used in standard warehouse locations.) If an equipment detail document number is entered in positions 57-70, then the eight-position warehouse location must start in position 31.

Table 14A2.2. Loading or Changing Warehouse Location Record.

POS	PROG EDITS	DESCRIPTION
1-2	N	Warehouse Numbers: Warehouse numbers for all accounts are 01-99. The output function numbers for warehouses 001-019 are governed by the base constant records. Warehouse function numbers 020-099 are routed to output function444. When new warehouses are assigned within the same system designator, coordinate with the Chief of Supply to prevent assigning duplicate warehouse numbers.
3	A	Stock Room or Storage (includes mezzanine as a separate stock room). **NOTE:** Use the stock-room code to identify mezzanines for SBSS.
4-6	N	Bin Row
7	A	Level, Horizontal Bin Row, or Bay Subdivision
8	A/N	Vertical Bin Number of Rotary Bin. **NOTE:** Identify rotary bins with separate vertical bin numbers.
9-10	A/N	Remaining Two Digits of Vertical Bin Number, Bay Subdivision, or Pallet Number; or Two Digits for Vertical Bin Number of Rotary Bins
11	A or Blank	Bin or Pallet Subdivision

ATTACHMENT 14B-1

DOCUMENT FLOW FOR CONDITION/IDENTITY CHANGE (FCC OR FCH)

14B1.1. Inspection.

14B1.1.1. Process the inquiry to determine the item record balance and unserviceable detail balance and document number, if necessary.

14B1.1.2. Retag the property.

14B1.1.3. Activities without terminals:

14B1.1.3.1. Create ASCII files of the FCC or FCH images using CPS procedures or any other authorized personal computer program.

14B1.1.3.2. Forward the images to the RPS for processing.

14B1.1.3.3. Process the input and produce a condition/identity change document, DD Form 1348-1A.

14B1.1.3.4. Forward the condition/identity change document to Storage and Issue.

14B1.1.3.5. Correct reject conditions and take action on management notices from the RPS as necessary (see chapter 7).

14B1.1.4. Activities with terminals:

14B1.1.4.1. Process the FCC or FCH images on the terminal and produce a condition/identity change document, DD Form 1348-1A.

14B1.1.4.2. Forward the condition/identity change document to Storage and Issue.

14B1.1.4.3. Correct reject conditions and take action on management notices as necessary (see chapter 7).

14B1.1.5. Activities with or without terminals: Review the next days D04 report for evidence of completed processing. Follow up with the RPS on the images not processed.

14B1.2. Storage and Issue.

14B1.2.1. Relocate or store the item as required.

14B1.2.2. The individual relocating the property enters the new location on the DD Form 1348-1A. He/she then signs the DD Form 1348-1A.

14B1.2.3. Process an FCS input to load or change the warehouse location record assigned to the item record, if applicable. The location must conform to the format in attachment A-2.

14B1.2.4. Forward the condition/identity change document to Inspection.

14B1.3. Inspection.

14B1.3.1. Destroy the input suspense.

14B1.3.2. Stamp or sign the original copy of the condition/identity (FCC/FCH) change document, DD Form 1348-1A. Annotate the reason for change in blocks 26-27 of DD Form 1348-1A. (If more space is needed, use the reverse side of copy 1.) On FCH documents, the certifying official signs the

DD Form 1348-1A. The certifying official is the chief of the section (Inventory or Inspection) making the change. The Chief, Materiel Storage and Distribution also signs the DD Form 1348-1A. After signing, he/she forwards the FCC/FCH document to Document Control.

14B1.3.3. Annotate a copy of the output FCC document with the reason for change (suspended in stock only; supply condition code J) and forward it to Stock Control.

ATTACHMENT 14B-2

CONDITION CHANGE INPUT (FCC)

14B2.1. Purpose. To change the recorded condition of an asset by reducing the item record serviceable balance and creating an unserviceable detail record or vice versa. An FCC input will also change the unserviceable condition of the item record.

EXAMPLE: You can change condition code J (suspended in stock) to condition code H (condemned).

NOTE: The unserviceable detail document number will not change when unserviceable condition codes are changed from one to another. Processing is outlined in Document Flow for Condition/Identity Change (FCC/FCH) (**Attachment 14B-1**).

14B2.2. Input Restrictions. May be input at any terminal based upon the user-ID/password.

14B2.3. Output. See Condition Change Document (FCC) (**Attachment 14B-3**) and Reparable Disposition Notice (FCC) (**Attachment 14B-10**).

14B2.4. Active Condition/Status Codes. The following condition codes and unserviceable status codes are loaded on the SBSS database. See volume 1, part 4, attachment 19 for definition of federal condition codes.)

14B2.4.1. Condition Code A. Serviceable (issuable without qualifications).

14B2.4.2. Condition Code E. Unserviceable (limited restoration) - Status Code H (hold in stock).

14B2.4.3. Condition Code F. Unserviceable (reparable) - Status Code D (reported for disposition instructions).

14B2.4.4. Condition Code G. Unserviceable (incomplete) - Status Code H (hold in stock).

14B2.4.5. Condition Code H. Unserviceable (condemned) - Status Code C (condemned).

14B2.4.6. Condition Code J. Unserviceable (suspended in stock) -Status Code U (suspended in stock).

14B2.4.7. Condition Code K. Unserviceable (suspended, return) - Status Code U (suspended in stock).

14B2.4.8. Condition Code L. Unserviceable (suspended, litigation) -Status Code U (suspended in stock).

14B2.4.9. Condition Code Q. Unserviceable (suspended, quantity/materiel deficient exhibit) - Status Code U (suspended in stock). Potential and confirmed product quality deficiency related materiel which is prohibited for use within DoD and prohibited for reutilization screening. Includes product quality deficiency exhibits returned by customers/users as directed by the IMM due to technical deficiencies reported by product Quality Deficiency Reports. Exhibits require technical or engineering analysis to determine cause of failure to perform in accordance with specifications. Stocks are held pending disposition instructions.

14B2.4.10. Condition Code R. Unserviceable (suspended, reclaimed items) - Status Code U (suspended in stock).

14B2.5. Input Format and Entry Requirements Screens FCC/195, FCCMUN/192, FCCPOL/193, and FCCSAT/194.

Table 14B2.1. Input Format and Entry Requirements Screens FCC/195, FCCMUN/192, FCCPOL/193, and FCCSAT/194.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Transaction Identification Code	FCC
4-17	14	Document Number	Note 1
18-32	15	Stock Number	
33-34	2	System Designator	
35-36	2	Unit of Issue	
37-50	14	Unserviceable Document Number	Note 2
51-54	4	Blank	
55	1	Unserviceable Item Status Code	Note 2
56-58	3	Blank	
59	1	TEX	8, @, or Blank
60	1	Change from Condition Code	Note 3
61	1	Change to Condition Code	Note 4
62-66	5	Quantity	
67-77	11	Unserviceable Warehouse Location	Note 5
78-80	3	Blank	

NOTES:

1. Document Number (positions 4-17). The first six positions of the document number must be Z followed by 004NS (for base accounts), 041NS through 049NS (for satellite accounts), 004KS (for munitions accounts, regardless of system designators), 004PO (for fuels accounts, regardless of system designators). CSB organization numbers (004 or 012) may be used when the CSB Inspection performs satellite inspection functions.
2. The R920RW document number and the unserviceable status code are required only when position 60 contains a condition code of E, F, G, J, K, L, or Q (see part 4, chapter 5 for unserviceable item status codes).
3. Change from Condition Code (position 60). Use the condition codes listed in paragraph above concerning Active Condtition/Status Codes, with the exception of condition code H (condemned).
4. Change to Condition Code (position 61). Use condition codes listed in paragraph above concerning Active Condtition/Status Codes. Enter an H if automation transfer action to the DRMO is desired for condemned and/or outdated shelf life items. Condition code H is restricted to ERRC XB3 and NF1 only. All other ERRCs must be processed through maintenance.
5. The unserviceable warehouse location (positions 67-77) must conform to the format in **Attachment 14A-2**.

ATTACHMENT 14B-3

CONDITION CHANGE DOCUMENT (FCC)

14B3.1. Purpose. To provide an auditable document and facilitate condition changes. Processing is as outlined in Document Flow for Condition/Identity Change (FCC or FCH) (**Attachment 14B-1**).

14B3.2. Output Destination. RPS terminal (terminal 444) or the input terminal.

14B3.3. Input. See Condition Change Input (FCC) (**Attachment 14B-2**).

14B3.4. Output Format.

Table 14B3.1. FCC Output Format.

PRINT LINE	PRINT POS	FIELD DESIGNATION	SOURCES/NOTES
1	1-80	Input Image	Input
2	1-7	Act Qty	Program Constants
	9-14	Action Quantity	Input
	28-34	Item Bal	Program Constants
	36-41	Ending Balance	Item Record
	45-46	Application Code	Item Record
	50-72	Inspec Condition Change	Program Constants
	73-80	Unit Price	Item Record
3	1-11	Warehouse Location (SERV)	Item Whse Location Record
	16-36	Date, Last Transaction Serial Number and Time	Program Assigned
	42-51	Unserv Loc	Program Constants
	53-63	Warehouse Location (Unserv)	Unserv Detail
4	1-31	Numeric Parts Preference/TCTO/ Functional Check Req	Program Assigned/ Note 1
	36-70	Issue Exception Phrase	Exception Phrases Record/Note 1
5	1-31	Deficiency Report Exhibit	Program Assigned/Note 2
	36-70	Health Hazard Item	Program Assigned/Note 2

NOTES:

1. The issue exception phrase is printed only when the item record contains an IEX code and then, only if the first position of the issue exception phrase on the exception phrase record has an asterisk (*) in the first position. The parts preference code is printed only if the item record has a numeric parts preference code. The TCTO/functional check required phrase is printed when the item record has a TCTO flag loaded or a functional check flag loaded. If the item is under warranty and/or serial number control, enter the serial number of the item on the condition change document. Forward one copy to Document Control if the item is a weapon; otherwise, forward one copy to Contract Maintenance.

2. The Deficiency Report exhibit phrase is printed on the fifth line if a supply condition code of Q is assigned. The health hazard item phrase is printed only if an issue exception code of 8 or 9 is loaded on the item record.

ATTACHMENT 14B-4

CONDITION CHANGE (FCC) OUTPUT FORMAT (DOT MATRIX 1348-1A)

14B4.1. Purpose. To provide an auditable document of changes to the condition of on-hand assets. The document will be processed as outlined in **Attachment 14B-1**.

14B4.2. Output Destination. RPS terminal (terminal 444) or the input terminal.

14B4.3. Input. See FCC input **Attachment 14B-2**.

14B4.4. Output Format.

Table 14B4.1. FCC Output Format.

LOCATION IRRD BLOCK	ON LINE	POS	MAXIMUM LENGTH	TEXT/DESCRIPTION	REMARKS/ NOTES
PP (1-3)	4	1-3	3	Constant (FCC)	
PP (9-10)	4	9-10	2	Unit of Issue	
PP (11-15)	4	11-15	5	Action Quantity	Note 1
PP (17-18)	4	17-18	2	Application Code	
PP (31)	4	31	1	Transaction Exception Code	
PP (32)	4	32	1	Change-from Condition	
PP (33)	4	33	1	Change-to Condition	
PP (46-52)	4	46-52	7	Unit Price	Note 1
24 Line 4	10	3-42	40	Document Number (Bar Code)	Note 2
24 Line 7	13	16-29	14	Document Number	
25 Line 1	17	11-21	11	Warehouse Location	
25 Line 4	21	10-24	15	Stock Number	
26 Line 3	28	14-19	5	Ending Serviceable Balance	Note 1
26 Line 3	28	43-56	14	Unserviceable Document Number	
26 Line 3	28	75	1	Unserviceable Status Code	Note 3
26 Line 4	29	5-24	20	*Health Hazard Item*	Note 4
26 Line 4	29	43-53	11	Warehouse Location Unserviceable Detail	Note 6
26 Line 4	29	61-73	13	*MDR EXHIBIT*	Note 4
26 LINE 5	30	5-39	35	Issue Exception Phrase	Note 4
26 LINE 5	30	46-71	26	**INSPECTION COND CHANGE**	CONSTANT
26 LINE 6	31	14-45	32	NPPC/TCTO Code & Phrase	Note 4
26 LINE 7	32	5-75	71	WARR/GUAR Item: Model # _____ SERIAL# _____ MFG: _____	Note 5

27 LINE 2	35	44-79	36	New WHSE LOC:_____	CONSTANT
27 LINE 4	37	3-32	30	Transaction Date/Serial Number (Bar Code)	Note 2
27 LINE 4	29	44-79	36	WHSED/Sign-Date:_____	CONSTANT
27 LINE 6	31	7-16	10	Transaction Date/Serial Number	
27 LINE 6	39	22-31	10	Date/Time	
27 LINE 6	39	44-79	36	Inspector:_____	CONSTANT

NOTES:

1. Leading zeros are suppressed on this field.
2. Bar coded entities will appear only if 014-TYPE-DEVICE is equal to 028.
3. This code will only be printed if the condition code is changed on an unserviceable detail.
4. The health hazard item phrase is printed when the item record issue exception code is 8 or 9. The issue exception phrase is printed only when the item record contains an issue exception code, and then only if the first position of the issue exception phrase on the exception phrase record has an asterisk (*) in the first position. The parts preference code is printed only if the item record has a numeric parts preference code. The Deficiency Report exhibit phrase is printed when a supply condition code of Q is assigned. The TCTO/functional check required phrase is printed when the item record has a TCTO flag loaded or functional check flag loaded.
5. This phrase is printed if the issue exception code is B. Enter the required data. If the item is a weapon, forward one copy to Document Control, otherwise forward one copy to Contract Maintenance.
6. This field is printed from the unserviceable detail record.

ATTACHMENT 14B-5

CONDITION CHANGE (FCC) OUTPUT FORMAT (LASER 1348-1A)

14B5.1. Purpose. To provide an auditable document of changes to the condition of on-hand assets. The document will be processed as outlined in **Attachment 14B-1**.

14B5.2. Output Destination. RPS terminal (terminal 444) or the input terminal.

14B5.3. Input. See FCC input (**Attachment 14B-2**).

14B5.4. Output Format. This format is produced if 014-TYPE-DEVICE is equal to 37.

Table 14B5.1. FCC Output Format.

LOCATION IRRD BLOCK	ON LINE	POS	MAXIMUM LENGTH	TEXT/ DESCRIP-TION	REMARKS
PP (1-3)	7	1-3	3	Constant (FCC)	
PP (9-10)	7	9-10	2	Unit of Issue	
PP (11-15)	7	11-15	5	Action Quantity	Note 1
PP (17-18)	7	17-18	2	Application Code	
PP (31)	7	31	1	Transaction Exception Code	
PP (32)	7	32	1	Change-From Condi-tion	
PP (33)	7	33	1	Change-to Condition	
PP (46-52)	7	46-52	7	Unit Price	Note 1
24 LINE 3	10	3-42	40	Document Number (BAR CODE)	
24 LINE 5	12	16-29	14	Document Number	
25 LINE 1	14	11-21	11	Warehouse Location	
25 LINE 4	17	10-24	15	Stock Number	
26 LINE 1	21	14-15	5	ENDING SERVICE-ABLE BALANCE	Note 1
26 LINE 1	21	43-56	14	Unserviceable Docu-ment Number	
26 LINE 1	21	75	1	Unserviceable Status Code	Note 2
26 LINE 2	22	5-24	20	*Health Hazard Item*	Note 3
26 LINE 2	22	43-53	11	Warehouse Location Unserviceable Detail	Note 5
26 LINE 2	22	61-73	13	*MDR Exhibit*	Note 3
26 LINE 3	23	5-39	35	Issue Exception Phrase	Note 3
26 LINE 3	23	46-71	26	**INSPECTION COND CHANGE**	CONSTANT

26 LINE 4	24	14-45	32	NPPC/TCTO Code & Phrase	Note 3
26 LINE 5	25	5-75	71	WARR/GUAR Item: Model # _____ SERIAL# _____ MFG: _____	Note 4
27 LINE 2	27	44-79	36	New WHSE LOC:_____	CONSTANT
27 LINE 4	29	3-32	30	Transaction Date/Serial Number (Bar Code)	
27 LINE 4	29	44-79	36	WHSED/Sign-Date:_____	CONSTANT
27 LINE 6	31	7-16	10	Transaction Date/Serial Number	
27 LINE 6	31	22-31	10	Date/Time	
27 LINE 6	31	44-79	36	Inspec-tor:_____	CONSTANT

NOTES:

1. Leading zeros are suppressed on this field.
2. This code will only be printed if the condition code is changed on a unserviceable detail.
3. The health hazard item phrase is printed when the item record issue exception code is 8 or 9. The issue exception phrase is printed only when the item record contains an issue exception code and then, only if the first position of the issue exception phrase on the exception phrase record has an asterisk (*) in the first position. The parts preference code is printed only if the item record has a numeric parts preference code. The Deficiency Report exhibit phrase is printed when a supply condition code of Q is assigned. The TCTO/Functional Check Required phrase is printed when the item record has a TCTO flag loaded or functional check flag loaded.
4. This phrase is printed if the issue exception code is B. Enter the required data. If the item is a weapon, forward one copy to Document control, otherwise forward one copy to Contract Maintenance.
5. This field is printed from the unserviceable detail record.

ATTACHMENT 14B-6

IDENTITY CHANGE INPUT (FCH)

14B6.1. Purpose. To change the recorded identity of an item by transferring assets from one item record to another.

14B6.2. Input Restrictions. May be input at any terminal based upon the user-ID/password.

14B6.3. Output. See Document Flow for Condition/Identity Change (FCC or FCH) (**Attachment 14B-1**) and Identity Change Document (FCH) (**Attachment 14B-7**).

14B6.4. Input Format and Entry Requirements Screens FCH/196 And FCHSAT/197.

Table 14B6.1. Input Format and Entry Requirements Screens FCH/196 And FCHSAT/197.

NO POS	POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Transaction Identification Code	FCH
4-17	14	Document Number	Note 1
18-32	15	Change-From Stock Number	Note 2
33-34	2	System Designator	
35-36	2	Blank	
37-42	6	Change-From Quantity	
43-44	2	Blank	
45	1	Decimal Locator	Note 3
46-49	4	Conversion Factor	Note 3
50	1	Blank	
51	1	Transaction Exception Code	8, E, F, or Blank; Note 4
52	1	Blank	
53-67	15	Change-To Stock Number	Note 2
68-75	8	Change-To Quantity	Note 3
76-80	5	Blank	

NOTES:

1. The first six positions of the document number must be Z followed by 004NS (base accounts 01 and B0 through C9), 004KS (munitions account), or 004PO (fuels account). For satellites, use 041-049"NS" (for base account), 041-049"KS" (munitions account), or 041-049"PO" (fuels account).
2. Change-From Stock Number (positions 18-32) and Change-To Stock Numbers (positions 53-67). The FSC and ERRCD of both stock numbers must be equal (match) or reject 330 will occur. This reject may be overridden with TEX E or F if the FSC/ERRCD change is valid, because the misidentification cannot be corrected by reverse-post action. Change-From Stock Number cannot be an adjunct (-9) stock number, because this results in an 056 reject. Once the basic stock number has been entered, program control transfers the required quantity from the (-9) record when appropriate.

3. Reject 053 indicates the program cannot internally convert the unit of issue. Use either the conversion factor or the change-to quantity. These fields will not override standard conversion. (See chapter 27, section 27F for examples of conversion factors.)
4. Transaction Exception Code (TEX) choices are:
   a. TEX 8: Do Not Release Due-outs.
   b. TEX E: Suppress Federal Supply Class/ERRCD Edits.
   c. TEX F: Suppress Federal Supply Class/ERRCD Edits/Inhibit DOR.

ATTACHMENT 14B-7

IDENTITY CHANGE DOCUMENT (FCH)

14B7.1. Purpose. To provide an auditable document of changes to the identity of an item. The document will be processed as outlined in **Attachment 14B-1**.

14B7.2. Output Destination. RPS terminal (terminal 444) or the input terminal.

14B7.3. Input. See Identity Change Input (FCH) (**Attachment 14B-6**).

14B7.4. Output Format.

Table 14B7.1. FCH Output Format.

PRINT LINE	PRINT POS	FIELD DESIGNATION	SOURCES/NOTES
1	1-80	Input Image	Input
2	1-15	Change-From Stock Number	Item Record
	18-19	Change-From System Designator	Item Record
	21-26	Change-From Quantity	Input
	28-42	Change-To Stock Number	Item Record
	44-45	Change-To System-Designator	Item Record
	48-53	Change-To Quantity	Input
	55-60	Change-To-Ending-Balance	Item Record
	73-80	Change-To Extended Cost	Program Assigned
3	1-6	FR LOC	Program Constants
	8-18	Warehouse Location	Item Whse Location Rcd
	25-30	TO LOC	Program Constants
	32-42	Warehouse Location	Item Whse Location Record
	49-70	INSPEC IDENTITY CHANGE	Program Constants
4	1-80	Headings for CHANGE-FROM and CHANGE-TO ERRCD, CONTROLLED ITEM CODE and NOMENCLATURE	Program Constants
5	12-14	Change-from ERRCD	Item Record
	19	Change-From CIC	Item Record
	22-40	Change-From Nomenclature	Item Record
	52-54	Change-To ERRCD	Item Record
	59	Change-To CIC	Item Record
	62-80	Change-To Nomenclature	Item Record
6	1-4	FROM	Program Constants/Note
	6-40	Issue Exception Phrase	Exception Phases Record/ Note
	43-44	TO	Program Constants/Note

	46-80	Issue Exception Phrase	Exception Phases Record/ Note
7	1-10	INSPECTION	Program Constants
	12-39	Date of Last Transaction Serial Number and Time	Program Assigned

NOTES:

1. The following information applies:
   a. Print positions 1-42 will be blank if the change-from issue exception field on the item record is blank, or if the issue exception phrase on the exception phrase record is other than an asterisk (*) in the first position.
   b. If print positions 41-80 are blank, processing is as described in paragraph a above, except that the change-to item record applies.
   c. If the item is under warranty or serial number control, enter the serial number of the item on the identity change document. Forward one copy to Document Control if the item is a weapon; otherwise, forward one copy to Contract Maintenance.

ATTACHMENT 14B-8

IDENTITY CHANGE (FCH) OUTPUT FORMAT DOT MATRIX 1348-1A)

14B8.1. Purpose. To provide an auditable document of changes to the identity of an item. The document will be processed as outlined in **Attachment 14B-1**.

14B8.2. Output Destination. RPS terminal (terminal 444) or input terminal.

14B8.3. Input. See FCH input (**Attachment 14B-2**).

14B8.4. Output Format.

Table 14B8.1. FCH Output Format.

LOCATION IRRD BLOCK	ON LINE	POS	MAX LENGTH	TEXT/DESCRIPTION	REMARKS
PP (1-3)	4	1-3	3	Constant (FCH)	
PP (23)	4	23	1	Input TEX Code	
24 Line 4	10	3-42	40	Document Number (Bar Code)	Note 1
24 Line 7	13	16-29	14	Document Number	
25 Line 4	21	10-24	15	Change-From Stock Number	
26 Line 2	27	20-34	15	Change-To Stock Number	
26 Line 2	27	54-59	6	Ending Serviceable Balance	Note 2
26 Line 3	27	77-78	2	System Designator	
26 Line 3	28	5-16	12	CHANGE FROM:	Constant
26 Line 3	28	29-31	3	Change-From ERRCD	
26 Line 3	28	38-39	2	Change-From Unit of Issue	
26 Line 3	28	44-53	10	CHANGE TO:	Constant
26 Line 3	28	66-70	3	Change-To ERRCD	
26 Line 3	28	77-78	2	Change-To Unit of Issue	
26 Line 4	29	26-31	6	Change-From Action Quantity	Note 2
26 Line 4	29	39	1	Change-From CIC	
26 Line 4	29	65-70	6	Change-To Action Quantity	Note 2
26 Line 4	29	78	1	Change-To CIC	
26 Line 5	30	5-23	19	Change-From Nomenclature	
26 Line 5	30	26-36	11	Change-From Warehouse Location	
26 Line 5	30	44-62	19	Change-To Nomenclature	
26 Line 5	30	65-75	11	Change-To Warehouse Location	
26 Line 6	31	5-39	35	Change-From IEX Phrase	Note 3
26 Line 6	31	44-78	35	Change-To IEX Phrase	Note 3

26 Line 7	32	5-79	75	WARRANTY/GUARANTY ITEM MODEL #_____ SERIAL#_____ MFG_____	Note 4
27 Line 1	34	2-43	42	CERTIFYING OFFI-CIAL:_____	Constant
27 Line 1	34	44-70	27	ABOVE/BELOW GROUND FLG:	Note 3
27 Line 2	35	2-43	42	APPROVING OFFI-CIAL:_____	Constant
27 Line 2	35	44-79	36	NEW WHSE LOC:_____	Constant
27 Line 4	37	3-32	30	Transaction Date/Serial	Note 1
27 Line 4	37	44-79	36	WHSED/SIGN-DATE:_____	Constant
27 Line 6	39	7-16	10	Transaction Date/Serial Number	
27 Line 6	39	21-30	10	Date/Time	
27 Line 6	39	44-79	36	INSPEC-TOR:_____	Constant

NOTES:

1. Bar coded entities will appear only if 014-TYPE-DEVICE is equal to 028.
2. Leading zeros are suppressed on this field.
3. This phrase and/or code is printed when applicable.
4. This phrase is printed if the issue exception code is B. Enter the required data. If the item is a weapon, forward one copy to Document Control, otherwise forward one copy to Contract Maintenance.

ATTACHMENT 14B-9

IDENTITY CHANGE (FCH) OUTPUT FORMAT (LASER 1348-1A)

14B9.1. Purpose. To provide an auditable document of changes to the identity of an item. The document will be processed as outlined in **Attachment 14B-1**.

14B9.2. Output Destination. RPS terminal (terminal 444) or input terminal.

14B9.3. Input. See FCH input (**Attachment 14B-2**).

14B9.4. Output Format. This format is produced if 014-TYPE-DEVICE is equal to 37.

Table 14B9.1. FCH Output Format.

LOCATION IRRD BLOCK	ON LINE	POS	MAX LENGTH	TEXT/DESCRIPTION	REMARKS
PP (1-3)	7	1-3	3	Constant (FCH)	
PP (23)	7	23	1	Input TEX Code	
24 Line 3	10	3-42	40	Document Number (Bar Code)	
25 Line 3	12	16-29	14	Document Number	
25 Line 4	17	10-24	15	Change-From Stock Number	
25 Line 7	20	20-34	15	Change-To Stock Number	
25 Line 7	20	54-59	6	Ending Serviceable Balance	Note 1
25 Line 7	20	77-78	2	System Designator	
26 Line 1	21	5-16	12	CHANGE FROM:	Constant
26 Line 1	21	29-31	3	Change-From ERRCD	
26 Line 1	21	38-39	2	Change-From Unit of Issue	
26 Line 1	21	44-53	10	CHANGE TO:	Constant
26 Line 1	21	69-70	3	Change-To ERRCD	
26 Line 1	21	77-78	2	Change-To Unit of Issue	
26 Line 2	22	25-30	6	Change-From Action Quantity	Note 1
26 Line 2	22	39	1	Change-From CIC	
26 Line 2	22	65-70	6	Change-To Action Quantity	Note 1
26 Line 2	22	78	1	Change-To CIC	
26 Line 3	23	5-23	19	Change-From Nomenclature	
26 Line 3	23	26-36	11	Change-From Warehouse Location	
26 Line 3	23	44-62	19	Change-To Nomenclature	
26 Line 3	23	65-75	11	Change-To Warehouse Location	
26 Line 4	24	5-39	35	Change-From IEX Phrase	Note 2
26 Line 4	24	44-78	35	Change-To IEX Phrase	Note 2

26 Line 5	25	5-79	75	WARRANTY/GUARANTY ITEM MODEL_____ SERIAL#_____ MFG_____	Note 3
27 Line 1	26	2-43	42	CERTIFYING OFFI-CIAL:_____	Constant
27 Line 1	26	44-70	27	ABOVE/BELOW GROUND FLG:	Note 2
27 Line 2	27	2-43	42	APPROVING OFFI-CIAL:_____	Constant
27 Line 2	27	44-79	36	NEW WHSE LOC:_____	Constant
27 Line 4	29	3-32	30	Transaction Date/Serial Num-ber (Bar Code)	
27 Line 4	29	44-79	36	WHSED/SIGN-DATE:_____	Constant
27 Line 6	31	7-16	10	Transaction Date/Serial Num-ber	
27 Line 6	31	21-30	10	Date/Time	
27 Line 6	31	44-79	36	INSPECTOR:	Constant

NOTES:

1. Leading zeros are suppressed on this field.
2. This phrase and/or code is printed when applicable.
3. This phrase is printed if the issue exception code is B on either the change-from or change-to stock number item record. Enter the required data. If the item is a weapon, forward one copy to Document Control, otherwise forward one copy to Contract Maintenance.

ATTACHMENT 14B-10

REPARABLE DISPOSITION NOTICE (FCC)

14B10.1. Purpose. To notify Stock Control of an increase to the unserviceable asset position of an item in the system.

14B10.2. Output Destination. RPS terminal (terminal 444) or the Stock Control terminal.

14B10.3. Input. See Condition Change Input (FCC) (**Attachment 14B-2**) and Condition Change Document (FCC) (**Attachment 14B-3**).

14B10.4. Output Format.

Table 14B10.1. FCC Output Format.

PRINT LINE	PRINT POS	FIELD DESIGNATION	SOURCES
1	1-80	Input Image	Input
2	1-4	ERRC	Program Constants
	6-8	ERRCD	Item Record
	10-11	ME	Program Constants
	13	Stockage Priority Code	Item Record
	16-17	AP	Program Constants
	19-20	Application Code	Item Record
	25-26	EX	Program Constants
	28	Excess Exception Code	Item Record
	31-32	IX of PPC	Program Constants
	34	Issue Exception Code or Parts Preference Code	Item Record
	37-38	SX	Program Constants
	40	Shipment Exception Code	Item Record
	42-43	RI	Program Constants
	45-47	Routing Identifier Code	Item Record
	49-54	STKCON	Program Constants
	57-59	REPARABLE GEN	Program Constants
	73-80	Total Price	Program Assigned
3	1-6	STKCON	Program Constants
	8-39	Date, Last Transaction Serial Number, and Time	Program Assigned
	43-50	Unserv Number	Program Assigned
	52-65	Unserv Document Number (Unserviceable)	Detail Record

ATTACHMENT 14B-11

EXEMPTIONS FROM SHELF LIFE CONTROL

14B11.1. Purpose. To identify items exempt from normal shelf life control. Item records having the following FSC/MMC combinations are exempt from shelf life control.

Table 14B11.1. Shelf-Life Exemptions.

1560BC	3120HS	5136	6105TP	7490
1560MA	3540	5140	6210	7510
1650	3550	5180	6220	7520
1650RW	3655	5210	6230	7530
1650YQ	3750	5305	6250	7710
1660	4120	5305HS	6260	7720
1680HS	4130	5305TP	6615HS	7730
1680YQ	4140	5306	6625	7740
2090	4320EV	5307	6625DQ	7810
2610	4320HS	5307TP	6625LS	7820
2805	4320LQ	5310	6625TP	7830
2810PB	4320RW	5310TP	6630	7910
2815	4470	5315	6635	7920
2835	4710HS	5315HS	6636	7930
2840NQ	4710TP	5315TP	6645	8105
2840PS	4720TP	5320	6655	8110
2840RW	4730TP	5325	6670	8115
2850	4810	5330HS	6675	8120
2850RZ	4810FS	5330MA	6680	8135
2910	4810HS	5330TP	6680TP	8510
2910YP	4810TP	5335	6685	8520
2915	4810YQ	5340	6685RW	8530
2915EV	4820FS	5340TP	6695	8540
2915LQ	4820HS	5345	6695TP	8720
2915NQ	4820TP	5350	6810	8730
2915PE	4820YP	5355	6820	8820
2915PF	4820YQ	5355TP	6830	
2915PH	4910	5360	9130	
2915RW	4910RL	5360TP	6850	9135
2920	4920	5360YP	7105	9140
2925	4920DP	5365	7110	9150
2925RW	4920DQ	5365HS	7125	9160
2930	4920HS	5365TP	7195	9310
2935	4920LH	5430	7220	9330

2945	4920TP	5430RW	7230	9350
2945RW	4920YP	5610	7240	9390
2950	4930	5620	7290	9905
2990	4940	5630	7330	9910
3010TP	5110	5640	7340	9915
3020RW	5120	5650	7350	
3020TP	5120TP	5670	7420	
3030	5130	5680	7430	
3040	5133	5945UJ	7460	

ATTACHMENT 14C-1

RESERVED

14C1.1. Reserved for Future Use.

ATTACHMENT 14D-1

GENERAL OPERATION OF THE HAND-HELD TERMINAL (HHT)

14D1.1. Purpose. To explain how to use the HHT to transfer in-warehouse data to the host 1100/60 computer.

14D1.2. Loading GVIRLB. Inventory/warehouse personnel will load the GVIRLB program to the HHT using the DEMAND through TIP sign-on procedures:

NOTES:

1. The following information applies:
   Sign onto TIP.
   Enter RSI.
   Enter User-ID/Password (make sure you have an SOE) and transmit.
   Enter Project-ID and transmit.
   System is in DEMAND mode.
   The SBSS Screen Menu will display only applications authorized by your User-ID based on the SBSS Terminal Security file.
   Process your screen(s) updates.
   Process option "Terminate Process," which will automatically process the FIN command.
2. See part 4 for further explanation of this process.

14D1.3. Entering Data. Once warehouse personnel have loaded program GVIRLB into the hand-held terminal and the TRIC prompt has been entered for the type data records to be collected, then the operator follows the program prompts on the HHT's screen. To enter data, the operator may use either the BCRDR or the keyboard. The program controls data entry by displaying prompts on the display screen. These prompts request data in a particular order until the memory is full or the operator is through collecting data.

14D1.4. Using The BCRDR. The operator points the BCRDR at the bar code label and pulls the trigger.

NOTE: The red laser beam must be centered on the bar code and the BCRDR must be within eight inches of the bar code label. When the HHT reads the label, it emits a single beep and displays the next prompt on the display screen.

14D1.4.1. If the BCRDR cannot read the label, it emits multiple beeps and momentarily flashes an error message on the display screen to indicate incorrect data entry. The error message will immediately be followed by the prompt, DO YOU WANT A LABEL Y/N? The operator must press the letter Y key or the letter N key to continue.

14D1.4.1.1. When the letter Y key is depressed followed by the ENTER key, the HHT requests a new label. When the letter N key is depressed followed by the enter ENTER key, no label will be requested. After Y or N have been pressed, the HHT then displays the same prompt to be read again.

14D1.4.1.2. If the label cannot be read a second time, the same prompts mentioned above will appear again.

NOTE: If the operator has already requested a label for the location being read, the prompt for a new label will not appear again.

14D1.4.1.3. The operator must enter the correct data from the keyboard. To enter data from the keyboard, first press the appropriate keys. Then press the ENTER key. A single beep indicates that the unit has accepted the data. Multiple beeps mean that it has not accepted the data.

NOTE: All manual entries must be followed by pressing the ENTER key.

14D1.4.2. To backspace, to review a change or a prior record's data field, enter a dash (-) in the first position of the current stock number data field. Then press ENTER. (This DOES NOT change the current stock number.) The screen displays the last prior records stock number.

14D1.4.2.1. To change the prior record's stock number, enter all 15 positions of the correct stock number and press ENTER. The screen now displays the record's warehouse location. If it is correct, press ENTER. If it is not, enter the correct data and press ENTER. Once the selected record has been reviewed as corrected, the screen briefly displays the RECORD UPDATED message. The program then displays the stock number of the record immediately before the one just reviewed or updated. This reviewing of records can continue until the first full record in the HHT's memory has been displayed.

14D1.4.2.2. To return to the point at which the review began, enter the percent sign (%) in the first position of the stock number data field. Then press ENTER. The screen now displays the prompt for the next available location's stock number entry.

14D1.4.3. To erase a previously entered record, press the letter D (for deletion) and then the ENTER key. The screen first displays the RECORD DELETED message for a few seconds, and then displays the stock number of the record just before the one deleted. The program logic is essentially the same as that used to review or correct records. Pressing the percent (%) key and the ENTER key returns you to normal processing at the point where the review began and displays a prompt for the stock number of the next location to be entered.

14D1.5. Terminating the Program. To terminate the program once data have been collected, the operator enters the appropriate end-of-file sentinel as follows:

14D1.5.1. A dollar sign ($) indicates that all the data for the warehouse validation have been collected.

14D1.5.2. A plus sign (+) indicates that only a portion of the data have been collected (for example, when the HHT's memory is full) and must be uploaded to the host computer (1100/60).

CAUTION: The operator must be sure to enter the appropriate end-of-file sentinel because the plus sign (+) allows the HHT's data to be transferred to a disk file on the host computer, where the data remain suspended (unprocessed until the dollar sign ($) sign has been entered). Using the plus (+) sign is not recommended as a normal operating procedure. However, DO NOT use the dollar sign ($) as an end-of-file sentinel if all data scheduled for the current validation have not been collected. The dollar sign ($) tells the program to begin processing the data. Since the program will not know about uncollected data, its output will be incorrect, making mismatches of unmanageable volume possible.

14D1.6. Entering Terminal Mode. Entering either the dollar sign ($) or the plus (+) sign as an end-of-file sentinel places the HHT in terminal mode. When either sign is entered in the first position of the stock number field, followed by ENTER, the IRL program's prompt is one of the following questions:

END OF FILE = $ (on the top line) and CORRECT? (Y/N) (on the second line).

END OF FILE = + (on the top line) and CORRECT? (Y/N) (on the second line).

14D1.6.1. To end the collection of data, the operator enters Y and presses ENTER.

14D1.6.2. To continue entering data or to enter the correct end-of-file sentinel, the operator must enter N and then press ENTER. The N for no) permits the operator either to continue collecting data since he screen displays the new prompt for the next input stock number, or o enter the correct end-of-file sentinel to terminate the collection process.

14D1.7. Uploading The Data. Once warehouse personnel have collected the data, upload it to the host computer (1100/60) using a specially configured LOGMARS UTS40.